Comprehensive User Guide
for
Discipline, Crime, and Violence (DCV)
Data Collection
and
Submission

2008-09

Virginia Department of Education
July 2008

What's New in the 2008-2009 DCV Report?

The following additions and modifications have been made in the data collection and reporting process for the Discipline, Crime, and Violence (DCV) Report for 2008-09.

Submission Due Date

- All DCV data will end with the regular school year.
- School divisions and regional centers/programs must submit all data to the Virginia Department of Education (VDOE) by July 31, 2009.
- The 2007-08 Summer school data will be reported on the 2008-09 school year DCV Report.

New Required Offense Code

Offense Term	Offense Code	Definition
Weapon (Chemical Substance)	W2P	Possessing or bringing to school or a school sponsored event any chemical substance used as a weapon. The substance would include, mace, tear gas or pepper spray.

Notification to Law Enforcement

Beginning in school year 2007-2008 the verification report includes the division total for the number of incidents that were reported to law enforcement.

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About the Comprehensive User Guide

Purpose

The purpose of this ***Comprehensive User Guide for Discipline, Crime, and Violence Data Collection and Submission*** is to provide local school division (LEA) personnel with specific information on how to collect and submit this data to the Virginia Department of Education (VDOE). This guide is intended to serve as a resource for use during VDOE's technical assistance workshops on discipline, crime, and violence (DCV) data collection and reporting, as well as a desk reference throughout the school year. Prior to using this guide or attending the technical assistance workshops, school personnel responsible for DCV data collection and reporting should also review the Discipline, Crime, and Violence Online Tutorial (www.dcvreport.org) to get an understanding of the entire DCV data collection, data submission, and data use process.

Intended Users

This guide is intended to be used by

- LEA personnel responsible for collecting discipline, crime, and violence data;
- The LEA administrator (DCV Coordinator) responsible for the school division's submission of the annual Discipline, Crime, and Violence Report to VDOE;
- LEA administrators responsible for using DCV data to recommend programs and policies;
- Anyone interested in how DCV information is collected.

Organization of Guide

This guide begins with a "What's New" page that lists additions and modifications to reporting for the current year. It is designed to quickly alert readers to DCV reporting requirement changes.

This section, "About the Comprehensive User Guide," provides an overview of the purpose, intended users, and organization of the guide. A chart of symbols used throughout the guide is also provided.

The major content of the guide is organized into four major sections.

DCV Reporting: Background Information – Includes statutory requirements for reporting, evolution of reporting, an overview of the reporting process, information about the relationship of DCV data to student conduct policy, and the use of DCV data in school report cards and identifying persistently dangerous schools.

The Division File Submission Method – Includes detailed technical information about submitting DCV data using a file submission method.

The Web Application Submission Method – Includes detailed technical information about submitting DCV data using the VDOE Web-based application.

Reference Section – Includes a protocols submission of data and for automatic caution, a glossary of terms, a sample discipline data form, and over a dozen reference tables.

Symbols Used in this Guide

Symbols listed in the table below are designed to assist school division personnel in locating information quickly and easily.

Symbols Used in this Guide	
	Important! Indicates important information to remember or information on how to navigate successfully through this guide.
	New Information! Indicates new important information that has been added for the specific year of this guide.
	Tip! Points to a tip that can assist the user with easier methods or better navigation of this guide.
	Danger! Indicates important information which may cause problems at a later date if the instructions are not followed carefully.
	Reminder! Indicates important information that is being re-emphasized.
	Modification! Indicates that important information has been modified or moved to another classification.

Discipline, Crime, and Violence Data Reporting: Background Information

I. INTRODUCTION TO DCV REPORTING

A. Statutory Requirements

The *Code of Virginia* (§22.1-279.3:1) requires school divisions statewide to submit data annually to the Virginia Department of Education (VDOE) on incidents of discipline, crime, and violence. These incidents shall include those that occurred on school property, on a school bus, or at a school-sponsored activity. The *Code of Virginia* (§16.1-299 ed. seq.) requires local law enforcement authorities to report "…and the principal or his designee and the division superintendent shall receive such reports, on offenses, wherever committed, by students enrolled at the school if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act (§54.1-3400 et seq.) and occurred on a school bus, on school property, or at a school sponsored activity…"

The federal *Gun-Free Schools Act of 1994* (GFSA, Sec. 14061) requires all states that receive federal funds to report annually the number of students suspended or expelled statewide for the possession of firearms on school property. The *Individuals with Disabilities Education Act*, known as IDEA, also contains requirements for reporting disciplinary actions involving students with disabilities. The federal Office of Special Education Programs (OSEP) requires all states to report in-school suspension data for students with disabilities. The *No Child Left Behind Act of 2001* requires that all states have a system of identifying unsafe schools and ensuring that all children have the option of attending a safe school.

B. Evolution of Reporting Requirements

A number of changes in the reporting requirements and refinements in the reporting procedures have occurred since school divisions first began reporting data to the VDOE in 1991. Many changes have been made in response to amendments to federal and state laws that have affected reporting requirements. Today, every piece of data collected and every type of incident reported is based on a state or federal requirement and tied to a reporting requirement. In addition, other changes have been made to bring Virginia's reporting process more in line with federal standards. Because of the numerous changes in reporting requirements and procedures, caution is advised in comparing data submitted in previous years with current year data.

C. Reporting Process

The VDOE began converting to an electronic reporting system in 1998 and, since that time, school divisions have submitted data in an electronic format. Using this method, school divisions collect and maintain discipline data in their information systems and submit an electronic file to the VDOE. Effective in the fall of 2004, school divisions were given the option to use a second method of file submission. Using a Web-based data collection application, school divisions can choose to enter manually school division and school level data directly into

the VDOE database. A school division may select and use only one of the two methods available for data submission. Effective in January 2007, regional centers/programs were given the ability to submit their own DCV data through the Web-based data collection application. In the past DCV data has been typically due to VDOE in October for the previous school year. This schedule was changed for the 2005-06 data. The final date for submission for 2008-09 school year data is July 31, 2009. The July 31, 2009 date will include the regional centers/programs

.

The VDOE provides detailed instructions for data submission to local school divisions and conducts multiple regional workshops each year to assist school division staff involved with the DCV reporting process. Additionally, in 2005-06 an online tutorial developed as part of the PTI-VA grant project and providing the "big picture" of DCV data collection, data reporting, and data use is available for review at www.dcvreport.org. Technical assistance is also available on an ongoing basis via telephone and on-site technical assistance is provided as needed upon request.

The DCV reporting process is by definition a self-reporting system. The division superintendent is required to verify the accuracy of data submitted, and the VDOE makes every effort to report accurately the data provided by school divisions. However, there have been variations in local methods of collecting and managing data that may have affected the quality of the data. As of school year 2006-07, all codes became three digits. These three digit codes allowed more definitive data collection. However, because these variations are inherent in the process, it is unwise to attempt to rank school divisions, or make comparisons among school divisions. Comparing current and past years' performances without an understanding of methods used to collect and manage data would create incorrect conclusions.

Virginia's reporting process employs a set of offense definitions and a system of offense codes that are consistent with recommendations of the National Center for Education Statistics, the National Forum on Education Statistics[1] and with the provisions of the Uniform Management Information Reporting System (UMIRS), part of the *No Child Left Behind Act of 2001*. Definitions of offenses for 2008-09 are included in this guide in Reference Table I. All reporting complies with state and federal confidentiality laws that prohibit disclosure of information about individual students.

Virginia uses incident-based reporting consistent with federal standards. "Incidents" range from criminal acts that result in law enforcement action to misbehavior disruptive to a classroom. A single event is one incident regardless of how many perpetrators or victims are involved. It is important to recognize that a single incident may involve multiple students and can result in multiple disciplinary actions. For example, a fight involving two students would be considered a single incident although it may produce two suspensions.

[1] Safety in Numbers: Collecting and Using Incident Data to Make a Difference in Schools. U.S. Department of Education, National Center on Education Statistics, National Forum on Education Statistics. NCES 2002-312. Washington, DC: 2002.

D. Student Conduct Policy

Virginia law requires local school boards to develop student conduct policies, typically referred to as "codes of conduct." Although local policies must be consistent with state and federal laws, such as the *Gun-Free Schools Act*, these policies are also intended to meet school division needs. Virginia law prescribes minimum procedures a local school board must follow in cases of suspension and expulsion. Virginia's *Student Conduct Policy Guidelines* (INFORMATIONAL SUPTS. MEMO NO. 201, October 7, 2005) provides school boards with information related to the suspension and expulsion of students. Suspension and expulsion are defined as follows:

Suspension is defined in § 22.1-277.05 of the *Code of Virginia* as any disciplinary action whereby a student is not permitted to attend school for one school day but less than 365 calendar days. Short-term suspension involves one to ten days. Long-term suspension involves more than ten days and less than 365 calendar days.

Expulsion is defined in § 22.1-277.06 of the *Code of Virginia* as "any disciplinary action imposed by a school board or a committee thereof, as provided in school board policy, whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of the expulsion."

Type of Consequence	**Definition (# Days)**
Short-term Suspension (STS)	10 days or less
Long-term Suspension (LTS)	11 to 364 days
Expulsion (EX)	365 days

Suspension or expulsion, or both, may be used as disciplinary measures when local school authorities determine that such action meets the following criteria:

Suspension or expulsion is

- an appropriate disciplinary sanction for a violation of the student code of conduct;
- appropriate to prevent disruption of the school's learning environment, programs, or activities;
- appropriate to ensure the safety and welfare of the student, other students, and/or staff;
- appropriate to maintain a safe, drug-free, and orderly school environment conducive to learning.

Local school board policies may identify criteria relating to suspensions and expulsions that are more stringent than the criteria listed above as long as these criteria do not violate other state and federal laws. Removal of students with disabilities from school must be in accordance with state and federal laws and regulations as stated in the federal *Individuals with Disabilities Education Act*.

Although there are uniform requirements and procedures governing the suspension and expulsion of students, local student conduct policies do vary, and these differences affect the way that offenses and disciplinary actions are counted and reported to the VDOE.

E. Data Reporting Requirements for Students with Disabilities

Data on disciplinary sanctions for students with disabilities must be collected from school divisions by the Virginia Department of Education in order for VDOE to meet reporting requirements under the *Individuals with Disabilities Education Improvement Act of 2004 (IDEA)* and for the Office of Special Education Programs (OSEP*).* This law requires VDOE to report the number and percentage of children with disabilities by race, ethnicity, limited English proficiency (LEP) status, gender, and disability category. VDOE must also report the number of students removed to an interim alternative educational setting and incidents precipitating those removals; the number of children with disabilities who are subject to long-term suspensions or expulsions; and the number and percentage of children with disabilities who are removed to alternative educational settings or expelled as compared to children without disabilities who are removed to alternative educational settings or expelled.

F. Data Requirements for In-School Suspension for Disabled Students

In-School Suspension – Instances in which a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision. Students removed from his or her classroom through a behavior plan that is part of an IEP should not be reported as in-school suspension (see SUPTS Memo # 52 dated December 21, 2006).

- Sanction Code 01 will be used for reporting in-school suspensions for students with disabilities.
- In-school suspensions must be reported even if there was no reportable offense.
- The number of days of the in-school suspension must be reported. A half day in-school suspension must be reported as one day.
- Edit checks will ensure that in-school suspension data only applies to students with disabilities.

G. Persistently Dangerous Schools

Each state receiving funds under the federal *No Child Left Behind Act of 2001* must establish and implement a statewide policy requiring that a student attending a persistently dangerous school be allowed to attend a safe school (SUPTS. MEMO # 86, May 9, 2003). The Virginia Board of Education's Unsafe School Choice Option policy was adopted in May 2002. The Board subsequently approved a *Persistently Dangerous Schools Identification Process and Criteria* that established thresholds of incidents using data over a three-year period provided by local school

divisions in their *Annual Report on Discipline, Crime, and Violence*. A school exceeding established thresholds may be designated "cautioned," "on probation," or "persistently dangerous." Schools so designated must develop corrective action plans and are subject to graduated interventions (See the Reference Section of this guide for Protocol for Automatic Caution Offenses and Reference Table X. DCV Incidents Identifying Persistently Dangerous Schools).

Virginia's Unsafe School Choice Option policy can be accessed on the VDOE website http://www.doe.virginia.gov/VDOE/nclb/#safe.

H. School Report Card

The Virginia School Report Card provides information on student achievement, accreditation, safety, and attendance for the state as a whole, for school divisions, and for individual schools. The Report Card, accessed on the Virginia Department of Education Web site (http://www.doe.virginia.gov/VDOE/src/), enables parents and the general public to follow Virginia's progress in achieving the goals of the *No Child Left Behind Act of 2001*. School Safety information on the School Report Card is based offense and incident types reported to the Virginia Department of Education in the Discipline, Crime, and Violence report which is used as the foundation for the Safe Schools Information Resource (SSIR). The offenses are color coded and also grouped into nine offense categories. Beginning with the 2006-2007 school year, the report card data is based on the school where the incident took place. (See chart on page 102).

I. Required Reporting of Certain Offenses to Law Enforcement Authorities

Local school board policy must provide for notification of local law enforcement authorities in accordance with § 22.1-279.3:1.D. of the *Code of Virginia* that requires principals to immediately report to the local law-enforcement agency any act enumerated in clauses (ii) through (vii) of §22.1-279.3:1.A. that may constitute a criminal offense. A principal shall report to the local law-enforcement agency any incident described in clause (i) of subsection A. when there is injury, or the battery is against school personnel, reporting is mandatory.

Section 22.1-279.3:1.A. of the *Code* lists offenses as follows:

i. The assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
ii. The assault and battery that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described in § 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity;
iii. Any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;

iv. Any threats against school personnel while on a school bus, on school property or at a school-sponsored activity;
v. The illegal carrying of a firearm, as defined in § 22.1-277.07, onto school property;
vi. Any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in § 18.2-85, or explosive or incendiary devices, as defined in § 18.2-433.1, or chemical bombs, as described in § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity;
vii. Any threats or false threats to bomb, as described in § 18.2-83, made against school personnel or involving school property or school buses; or
viii. The arrest of any student for an incident occurring on a school bus, on school property, or at a school-sponsored activity, including the charge therefor.

A special notation has been added to Reference Table I for Offense Codes identifying those offenses that need to be reported to law enforcement, pp. 78-92. The total offenses that are reported to law enforcement will be noted on the signature page of the DCV verification report.

II. PURPOSES, LIMITATIONS, AND APPROPRIATE USES OF DCV DATA

A. Purposes of DCV Data Collection

To meet state and federal reporting requirements, the Virginia Department of Education (VDOE) collects discipline, crime, and violence (DCV) data from local school divisions in order to

- Identify persistently dangerous schools for Virginia's Unsafe School Choice Option Policy required by the federal *No Child Left Behind Act of 2001 (NCLB)*;
- Provide school safety indicators for Virginia's School Performance Report Card;
- Prepare Virginia's *Annual Discipline, Crime, and Violence Report* as required by Virginia law (*Code of Virginia* §22.1-279.2:1);
- Report suspensions and expulsions of students with disabilities required by the federal *Individuals with Disabilities Education Act (IDEA)*;
- Report in-school suspensions of students with disabilities required by the federal Office of Special Education Programs (OSEP)
- Report school safety indicators required by the federal *Safe and Drug-Free Schools and Communities Act*;
- Report firearms in schools required by the federal *Gun Free Schools Act*.

B. Limitations of Data

DCV data collected have certain limitations arising from two primary sources: changes in reporting requirements across time and variations in student conduct policies across localities. Variations in local methods of collecting and managing data also contribute to some variations in the quality of data submitted across localities.

Because of year-to-year changes in reporting requirements, readers are advised to use caution in comparing 2008-09 data to data reported for previous years.

Because of variations in local school division student conduct policies and, to a lesser extent, the quality of data submitted, readers are strongly cautioned against making comparisons between and among school divisions.

C. Appropriate Uses of Data

According to the National Center for Education Statistics, data are important to help

- Replace hunches with facts.
- Identify the causes of problems.
- Assess needs so that services can be targeted.
- Determine whether goals are being accomplished.
- Understand the impact of prevention and intervention.
- Answer community questions regarding the results of citizens' investment in public education.

The most important reason for collecting discipline, crime, and violence data is to use the information to promote school safety and student learning. This information enables administrators to assess the impact of school safety and prevention programs that have been implemented. Data can demonstrate a school or school division's need for additional funds and can provide the basis for grant applications. Incident data are also useful in assessing the costs associated with discipline problems and in allocating resources appropriately. By more precisely identifying the types, locations, and circumstances of disciplinary problems, school divisions and individual schools can more effectively select strategies and allocate resources to address problems.

It is important, however, that data be examined in context. A high suspension rate could indicate a school with high levels of disorder. However, schools that do not tolerate misbehavior can also have high suspension rates, particularly as they work to effectively manage student misbehavior. Conditions such as overcrowding and poorly designed buildings can also contribute to high suspension rates. The context is critical to understanding the numbers and to determining policy and programmatic implications.

III. PROCESSES FOR COLLECTING AND SUBMITTING DCV DATA

There are three processes used to collect and report data for Virginia's *Annual Discipline, Crime, and Violence Report*: data collection, data submission, and data verification.

A. Data Collection

The process of data collection begins within individual schools and with single incidents that must be appropriately classified as to the offense. Offense categories, definitions, and codes are found in the Reference Section of this guide. (See Reference Table I.)

School divisions must report to the VDOE the following data elements for each incident of discipline, crime, or violence occurring in a school. To ensure data accuracy and consistency, LEAs must align their data collection form and/or collection system to include these required data elements. A sample data collection form appears in the Reference Section of this guide.

DCV Data Elements	
1	**Record Type** The record type for all records is "B."
2	**Student Identifier** A unique identifier locally assigned within a school to provide confidential identification of a specific student. This student identifier is to be used throughout the report even if the student is involved in multiple incidents or transfers from one school to another within the division.
3	**Non-student Identifier-NS** If the offender is not enrolled in any Virginia public K-12 school, report the individual as a non-student.
4	**Unknown Identifier-UN** If an incident occurs and the offender is not known, indicate an unknown individual.
5	**Enrolled Division Number** A state-assigned three-digit division number for the school division where the student is officially enrolled in school. Enrolled division number may be left blank for non-students and unknown offenders.
6	**Enrolled School Number** A state-assigned four-digit school number for the school where the student is officially enrolled. The school where the student is enrolled should report the incident. Schools not listed on the Fall Membership report will not be accepted. Enrolled school number may be left blank for non-students and unknown offenders.
7 **!!**	**Incident Division Number** A state-assigned three-digit division number for the school division where the incident occurred.

DCV Data Elements	
8 **!!**	**Incident School Number** A state-assigned four-digit school number for the school where the incident occurred.
9	**Grade** A student's enrolled grade at the time of the incident shall be determined according to the codes provided. Grade may be left blank for non-students and unknown offenders. See Reference Table IV: Grade Level.
10	**Disability Code** A unique code to identify students with disabilities according to the two-digit disability number that is provided. 504's are included, but are not used for IDEA reporting. See Reference Table V: Disability Codes.
11	**Student's Date of Birth** The date of birth (up to age of 19 for regular education and 22 for special education and LEP) is required for all students and shall be entered as mm/dd/yyyy. Date of birth may be left blank for non-students and unknown offenders.
12	**Racial/Ethnic Code** The racial/ethnic category shall be used to describe the group to which a student belongs. The category that most closely reflects the individual's recognition in the community should be used for purposes of reporting students who are of mixed racial and/or ethnic origins. The racial/ethnic code is required for all students, but it may be left blank for non-students or unknown offenders. See Reference Table VI: Racial/Ethnic Codes.
13	**Gender** The gender code of **F=female** and **M=male** is to be used. It may be left blank for non-students and unknown offenders.
14	**Incident Date** The date that the incident occurred should be entered as mm/dd/yyyy. The date is required for reporting all incidents.
15 **!!**	**Incident Code** A unique code of not more than ten characters, locally assigned within **a school division to identify an incident.** The same incident code can not be repeated within the division. One code is used on the report for all students involved in a particular incident. This is one of the key fields linking incident records to student records. If multiple students were involved in a specific incident, all students would be assigned the same incident code. Fighting incidents always involve two or more students. An offense code for fighting will generate multiple records with the same incident code number. However, if the same student has more than one offense on different dates, use a different incident code for each incident. See Reference Table I for offense codes and definitions, pp. 78-92.
16	**Offense Code 1 through Offense Code 3** All required offenses listed on Reference Table I for which a student is suspended or expelled must be reported. For the majority of students, there is only one offense reported (Offense Code 1). Offense Code 1 is considered a primary field that indicates that this offense perpetrated the sanction. There are spaces for two more offense codes (Offense Code 2 and Offense Code 3).
17	**Number of Firearms Confiscated** Report the number of firearms confiscated. If a firearm is confiscated but cannot be linked to a specific student, report the number of firearms for this incident with a student identifier of UN for unknown. Report zero (0) if no firearms are confiscated. If only one firearm is confiscated when there are multiple students involved, the count should be reported for only one of the students.
18	**Number of Non-Firearm Weapons Confiscated** Report the number of non-firearm weapons confiscated. If a weapon (non-firearm) is confiscated,

DCV Data Elements	
	but cannot be linked to a specific student, report the number of non-firearm weapons for this incident with a student identifier of UN for unknown.
19	**Final Division Discipline or Sanction** "Discipline sanction" defines the total days of discipline assigned to the student for his/her particular offense. Keep in mind that Offense Code 1 is the primary offense. If the student has violated a required code but the sanction is 99 (no days suspended or expelled), this incident is still recorded. See Reference Table III: Sanctions/Days Codes, p. 94.
20	**Number of Days Suspended or Expelled** The number of days suspended or expelled is required for all students in violation of a required offense. The total days must be in direct correlation to the sanction code. See Reference Table III: Sanctions/Days Codes, p.94.
21	**Number of Victims** A victim is the recipient of an offensive act that may be criminal in nature; the term usually relates to personal crimes. Report the number of victims as a result of an incident, i.e., (01). The number of victims should be listed on only one student record or distributed among offenders where applicable if there are multiple victims. Report zeroes (00) if there were no victims. See Reference Table IX: Codes Requiring Victim Counts, p. 100.
22	**Alternative Placement** An alternative education program may be any program for students who are not enrolled in the regular school environment, such as students at-risk for dropping out, students who have been expelled from their regular classes, or students who are undergoing outpatient treatment for drug use. Indicate whether or not the student was placed in an alternative education program as a result of this incident. Place **Y** or yes or **N** for no. Do not leave blank.
23	**Expulsion** Expulsion means that a student will not be allowed to return to school for 365 days or permanently, as determined by the local policy. Indicate if disciplinary action for the student included permanent expulsion. Place **Y** for yes or **N** for no. Do not leave blank.
24	**Time Element** This field is necessary in order that the time of an incident may be tracked according to whether it occurred during the school day, at a school activity, at a non-school activity, or in transit. See Reference Table VII: Incident Time Element Codes, p. 97.
25 **!!**	**Limited English Proficiency** This field is necessary in order that each student can be identified according to his/her English proficiency. Place a **Y** for yes or **N** for no. Do not leave blank.
26 **!!**	**Reporting to Law Enforcement** This field is necessary in order that major incidents are reported to law enforcement and a data record is maintained. All students within the incident must receive the same "Y"(yes) or "N"(no). Those offense codes that require law enforcement notification are noted on Reference Table I, pp. 78-92.

B. DCV Data Collection Strategies

The following are ten strategies recommended for school divisions (LEAs) to use in collecting discipline, crime, and violence (DCV) data.

Recommended Strategies for DCV Data Collection	
1	Assign the responsibility for data entry for a small school to only one person. Assign data entry for a medium or large school to individuals with clear directions or responsibilities (i.e., assistant principals).
2	Create a paper form that corresponds with the data requested by the division's data collection system or the VDOE's Web submission system. See Sample Discipline Data Form 2008-09 on page 77 of this guide.
3	Assign login/password rights to the data entry person using VDOE's Web submission system.
4	Enter all discipline data weekly at the school level.
5 !!	Evaluate data at the school level quarterly to ensure the accuracy of the data. Using VDOE's file submission data collection process, each division has the option of submitting a file from its electronic data collection system through the Web to check for errors and generate a report for each school. However, if the division decides to use the Web submission data collection process as a manual entry for each school, the file submission from the division data collection system cannot be mixed with the manual entry process. The most recent process will overwrite the earlier process. See The Web Submission Method on page 28 of this guide.
6	Monitor all disciplinary cases sent to the school board for review. If the disciplinary data is modified or needs modification, one person must be responsible for tracking the disposition of the disciplinary action.
7 ➔	Create a decision-making review team at the division level to examine the DCV data to ensure accuracy and consistency in reporting data.
8 ➔	Create and revise division protocols every two years to maintain high standards and consistency in DCV reporting. Protocols need to parallel the division's Student Code of Conduct.
9	Provide in-service training in data entry for division staff.
10	Align division offense codes with VDOE offense codes within the division's data collection system.

The following are tips for understanding key data elements and terms.

Tips for Understanding Data Elements and Terms	
1	**Incident** An incident is the event itself (such as a fight) that may involve one or more student offenses.
2	**Offense** The offense is the behavior exhibited by the student or students involved in the incident (such as assault/battery without a weapon). Up to three offenses per incident may be used. The first offense listed is considered the primary offense.
3	**One incident, one report** One incident may involve one student or more than one student. Do not create a new incident number for each student. Use the same incident number for each student involved in the incident.
4	**One incident with several offenses** If more than one offense is part of a single incident, both the single incident and multiple offenses shall be reported.
5	**Incident-based reporting** All data collected shall reflect incident-based reporting. For example, a fight is a single incident that will involve at least two students and several offenses. The incident number needs to be assigned when the incident occurs, not during the database extraction stage.
6	**Incidents at off-campus, school-sponsored events** When a student is involved in an incident occurring off-campus at a school-sponsored event, that incident must be reported. The student may be either a perpetrator or a victim. The student's home school is responsible for reporting the incident under its own school number.
7	**Incidents on school grounds 365 days a year/24 hours a day/7 days a week** All incidents occurring on school grounds, 365 days a year/24 hours a day, seven days a week, must be reported. This includes all public school property that serves students in any or all grades, PK-12. Incidents must be reported whether or not the offender is an enrolled student. Any incident that happens after school hours and not at a school-sponsored event will not count against the incident school in determining the persistently dangerous school threshold points.
8 **!!**	**Incidents in alternative education, Governor's schools, special education, career/ technical or regional centers** All incidents occurring in alternative education settings (whether a school, center, or other), or at a career/technical school, a Governor's School, or a special educational center shall be reported. If a regional center has an incident, the "incident division" number would be the regional center number. The "incident school" number would be the school number for the regional center. See Table VIII: Regional Centers 2008-09, p. 98.
9	**Incidents on school transportation** All incidents that occur on any school transportation, including bus transportation to and from school and other transportation that may be used to and from school-sponsored

Tips for Understanding Data Elements and Terms	
	events, must be reported.
10	**Incidents resulting in Saturday school, in-school, or sanctions involving suspension or expulsions** These incidents (if they involve a required code**)** must be reported, regardless of sanction.
11	**Incidents resulting in suspension or expulsions** All incidents resulting in out-of-school suspension or expulsion must be reported, regardless of sanction.
12	**Offense Codes** All offense codes have been placed into one alphabetized reference table that lists all codes according to offense term. Depending on the offense, the sanction may involve required reporting or reporting for expulsion or suspension only. The Reference Table clearly indicates which offense codes have to be reported and in what manner. See Reference Table I, pp. 78-92.
13	**Time Period** All data will be collected for a 365-day period, beginning with June 20, 2008, and ending on June 19, 2009. Summer school data for 2008 will be included in this time period.
14	**Primary Offense** A primary offense is the most important offense that is responsible for the student receiving a disciplinary sanction. The primary offense will be listed as Offense Code 1.
15	**Shared Incident Codes** An incident that occurs involving several students from different enrolled schools will have the same incident code. The different enrolled schools can be either within the same school division or from one or more school divisions.
16	**Incidents in Regional Centers** Incidents that occur in regional centers must be self-reported or reported to the enrolled division.

C. Data Submission Methods

DCV data must make its way from the school to the division level, typically being entered into some type of data management system, then from the school division to the Virginia Department of Education's data management system. School divisions submit DCV data to the VDOE through one of two methods:

- The Division File Submission Method—a method in use since 1998 that involves the uploading of an electronic file
  or
- The Web Application Submission Method—a method available to school divisions since fall 2004 involving the manual entry of data into VDOE's web-based data management system.

Sections devoted to the specifics of using each of these methods can be found in this guide.

School divisions must choose one of these two methods; the methods cannot be combined.

D. Data Verification

There is also a **verification process** for DCV data submitted to VDOE whereby the school superintendent signs off that the information submitted by the division is accurate. The verification report for the 2008-09 school year will show the division total of the number of incidents reported to law enforcement. Additionally, the Department of Education has developed a number of "edit checks" designed to help school divisions report accurate and complete data. See Reference Table XII. DCV Edit Checks for a complete list of edit checks for 2008-09. The School Report Card Data within the verification report has been modified. This page is more specific and has been aligned with data on the Safe Schools Information Resource (SSIR) Web site.

The following chart provides a summary at a glance of the processes used in DCV data collection and reporting. Detailed information about procedures used in each process follow the chart.

E. Comparison of Processes Used in DCV Data Collection and Reporting

	LEA Data System	VDOE Web-based Application
Data Collection	All collections can be made through the division's collection system. All data elements are defined in a table. See table of Data Elements earlier in this section.	All collections can be made through VDOE's Single Sign-on Web System (SSWS) This system is described in a later section of this guide.
	A division must decide on ONE method for data collection. (1) VDOE's Web submission collection system or (2) the division student information collection system (e.g., SASI , Star Base). These two systems cannot be mixed. If data is edited manually in VDOE's Web submission collection application, it will delete any file data or vice-versa.	
Data Submission to VDOE	Data from a division's student information collection system needs to be extracted and formatted in a tab-delimited text file. See table on File Layout for Tab-Delimited File in the File Submission Method section of this guide. This tab-delimited text file will be submitted via the VDOE SSWS system. It may be submitted monthly, every 9 weeks, or yearly. **PLEASE NOTE: Each time the file is submitted, it will <u>overwrite</u> the previous data.**	When data is entered in VDOE's Web application system, it will not be finalized until all incidents have been submitted. It is not possible to use the Web application system and the tab-delimited text file submission together. Divisions must decide which submission process they will use.
Data Verification	When a tab-delimited text file is submitted through SSWS, the file will generate one of three messages, "Failed," "Successful," or "Warnings Successful." When the message reads "Successful" or "Warnings Successful," the user can generate the final verification report by clicking on the "Completed Data Entry Form" link provided there are no final error messages. This allows the user to verify the data being submitted. When the final verification signature page is generated, the Web window will be locked.	At the division level, a verification report may be generated at any time by going to the link Verification Report. This report will appear without a signature page. It may be generated after each submission (i.e. every nine weeks) to check for errors. Any modifications must be made in the division's data collection system. When resubmitting the data, the new file will overwrite the previous file. When all data have been completed, the steward of the data will go to the link Completed Data Entry and complete the questions. If all information is complete and the questions are answered with yes or NA appropriately, click the Save button. This will notify the division that a final verification report with the signature page will be generated and the window will be locked.

The Division File Submission Method

I. DIVISION FILE SUBMISSION PROCEDURES

A. Basic Process for the File Submission Method

This method will only be done at the division level. No school will be submitting a file of data. The File Submission Method allows school divisions to enter data on DCV incidents directly into their division's student data management system (e.g., SASI, Star Base). The division then periodically extracts data from the division's system and uploads it to the Virginia Department of Education's data management system in a tab-delimited file format with a header, Record A, Record B, and a record count at the end of the file as described in the File Layout for a Tab-Delimited File table on the next page.

The Division File Submission Method may be used as an ongoing process of submission up to the final due date. For 2008-09 data, the due date is July 31, 2009. A tab-delimited file may be submitted every month or every nine weeks. At the very least the file should be submitted every semester. This will allow for checks and balances of all data. All information is entered in the division's data collection system, and all information is corrected in the division's data collection system.

In order for data to be evaluated for errors, each school may be given a user logon and password by the division account manager for the VDOE SSWS system. After the tab- delimited file has been submitted by a designated division person and is successful, the schools may be notified to check their individual school's data for accuracy. If any edits are necessary, these edits MUST be made in the division's data collection system, NOT in VDOE's Web application. This process may be done every nine weeks or monthly.

B. File Layout for a Tab-Delimited File

NOTE: The school year begins on June 20, 2008, and ends on June 19, 2009. Any incidents that occur after June 19, 2009, will be recorded on the next school year report (2009-10).

Header Records (must include all records as indicated)
SenderID=<3-digit division number of division submitting file>
CreateDate=<current date in mm/dd/yyyy format>
CreateTime=<current time in hh:mm:ss format>
EMAIL=<sender's e-mail address>
~~
DATATYPE=DISCIPLN
~

"A" Record – Fixed Length		
Maximum Field Length	**Field Name**	**Field Acceptable Values**
1	Record Type	Constant = A
8	Data Collection Name	Uppercase; constant = DISCIPLN
4	Beginning School Year	F Four-digit year for beginning of school, 2008
3	Division Number	L Leading zeroes must be included, i.e., 005

"B" Record - Tab-Delimited (26 Columns) Student/Incident Information		
Maximum Field Length	**Field Name**	**Field Acceptable Values**
1	Record Type	Constant = B
12	Unique Student Identifier	Unique identifier for each student within a school division; NS=Non-student UN=Unknown
3	Enrolled Division Number	Division # where student enrolled 001-999
4	Enrolled School Number	School # where student enrolled 0001-9999
3	Incident Division Number	Division # where incident occurred 001-999
4	Incident School Number	School # where incident occurred 0001-9999
2	Grade	PK = Pre-Kindergarten KG = Kindergarten 01=Grade 1 02=Grade 2
		03=Grade 3
		04=Grade 4
		05=Grade 5
		06=Grade 6
		07=Grade 7 08=Grade 8 09=Grade 9 10=Grade 10 11=Grade 11 12=Grade 12 PG=Post-Graduate

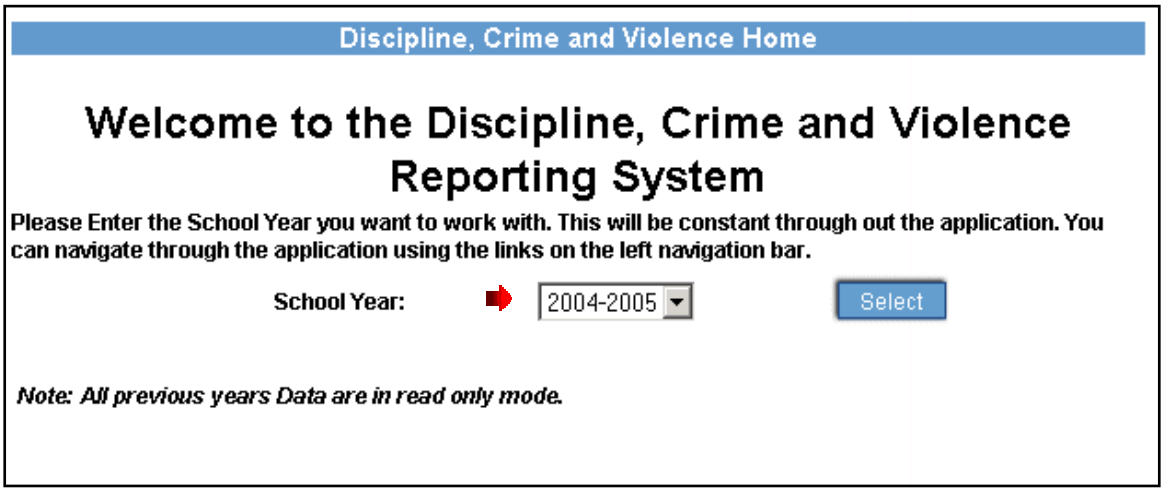
"B" Record - Tab-Delimited (26 Columns) Student/Incident Information		
2	Special Education Disability	01=MR - Mental Retardation
		02=SD-Severe Disability
		03=MD - Multiple Disabilities
		04=OI - Orthopedic Impairments
		05=VI - Visual Impairments 06 =HI - Hearing Impairments 07=SLD - Specific Learning Disabilities 08=ED - Emotional Disturbance 09 =SLI - Speech/Language Impairments 10 =OHI - Other Health Impairments 12=DB - Deaf-Blindness 13=AUT - Autism 14=TBI - Traumatic Brain Injury 15=504 16=DD - Developmental Delay
10	Date of Birth	Date mm/dd/yyyy
2	Racial/Ethnic Category	00=Unspecified
		01=Native American 02=Asian/Pacific Islander 03=Black (Non-Hispanic) 04=Hispanic 05=White (Non-Hispanic)
		06=Native Hawaiian
1	Gender	F=Female, M=Male
10	Date of Incident	Date mm/dd/yyyy
10	Incident Code	XXXXX99999, Unique code for each incident (All students involved in a particular incident would be assigned the same incident code.)
5	Primary Code	See Offense Code Reference Table I (rev.7/2008)
5	Offense Code 2	See Offense Code Reference Table I (rev.7/2008)
5	Offense Code 3	See Offense Code Reference Table I (rev.7/2008)

"B" Record - Tab-Delimited (26 Columns) Student/Incident Information		
5	Number of Firearms Confiscated	Leading zeros must be included, i.e., 00100
5	Number of Non-Firearms Confiscated	Leading zeros must be included, i.e., 00100
2	Final Division Discipline/Sanction	01=Special Education In-school suspension. A minimum of one day. No half days are allowed. 02=Short-term suspension (out of school) 1-10 days 03=Long-term suspension (out of school) 11-364 days 04=Expulsion (365 days) 05=Special education interim alternative placement-LEA decision (up to 45 days) 06=Special education interim alternative placement-hearing officer decision (up to 45 days) 07=Modified expulsion by LEA under SDFSCA and GFSA (0 to 364 days) 99=None of the above
3	Number of Days Suspended	Numeric (000-maximum school days) 364 days = suspension 365 days = expulsion
2	Number of victims	Numeric (00-99)
1	Alternative Placement	Y=yes; N=no
1	Permanent Expulsion	Y=yes; N=no
2	Time Incident Took Place	01=During the regular school day
		02=During a school-sponsored activity (outside school hours)
		03=During a non-school-sponsored activity (out-side school hours)
		04=In transit (on the way to or from school)
1	Limited English Proficient	Y= yes ; N= no
1	Reported to Law Enforcement	Y = yes ; N = no

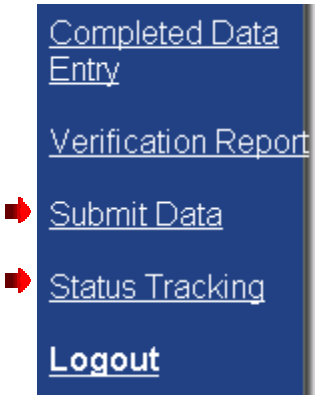
Trailer Record
RecordCount=<number of A and B records included in this file (A record plus all B records)**>**

C. Procedure for Submitting the Tab-Delimited File

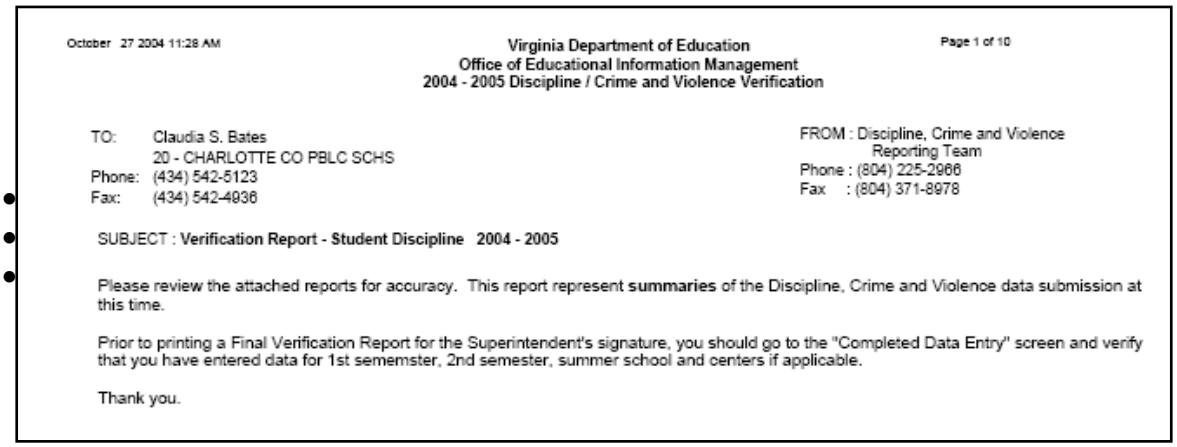
- The file must be in tab-delimited format.
- Log on to the SSWS and go to Student Discipline at the division level.
- Select the school year.



- Click the Submit Data link.
- Browse for the file and click Submit.
- If the file passes this phase, click the Status Tracking link.
- If there are any edit check errors, these errors must be corrected.
- When the file reads "Successful" or "Warnings-Successful," the individual schools will be able to generate their report and check for errors



- Unlike previously, clicking on the link “Successful” or “Warnings-Successful” will not generate a verification report with a signature page. Instead it will generate the report with a verification page that requests the user to review the report for accuracy.



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Office of Educational Information Management
2004 - 2005 Discipline / Crime and Violence Verification

TO: Claudia S. Bates
20 - CHARLOTTE CO PBLC SCHS
Phone: (434) 542-5123
Fax: (434) 542-4836

FROM : Discipline, Crime and Violence Reporting Team
Phone : (804) 225-2966
Fax : (804) 371-8978

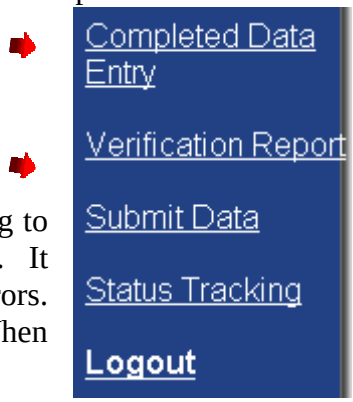
SUBJECT : **Verification Report - Student Discipline 2004 - 2005**

Please review the attached reports for accuracy. This report represent **summaries** of the Discipline, Crime and Violence data submission at this time.

Prior to printing a Final Verification Report for the Superintendent's signature, you should go to the "Completed Data Entry" screen and verify that you have entered data for 1st sememster, 2nd semester, summer school and centers if applicable.

Thank you.

- After the information has been verified and corrected, click Completed Data Entry. A form will appear with questions that must be answered before the verification report with the signature page will be generated.



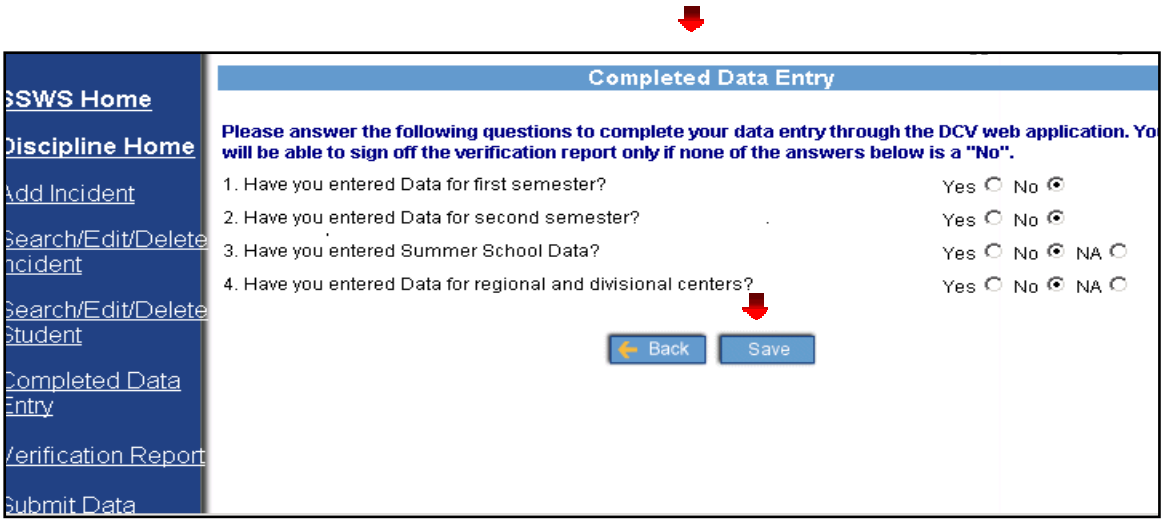
D. Procedure for Editing Submitted Data

At the division level, a verification report may be generated at any time by going to the link Verification Report. This report will appear without a signature page. It may be generated after each submission (i.e., every nine weeks) to check for errors. Any modifications must be made in the division’s data collection system. When modified data are resubmitted, the new file will overwrite the previous file.

E. Procedure for Final Submission of Data

Final submission of data will involve an entire year of data based on the start date that is given by your division in the Web School and Staff Application. The data include the entire school year, all summer school, and all regional center data.

When all data have been completed, the steward of the data (the DCV Coordinator) will go to the link Completed Data Entry and complete the questions. If all information is complete and the questions are answered with "yes" or "NA" appropriately, click the Save button. This will notify the division that a final verification report with the signature page will be generated, and the window will be locked.



The Web Application Submission Method

WEB APPLICATION SUBMISSION PROCEDURES

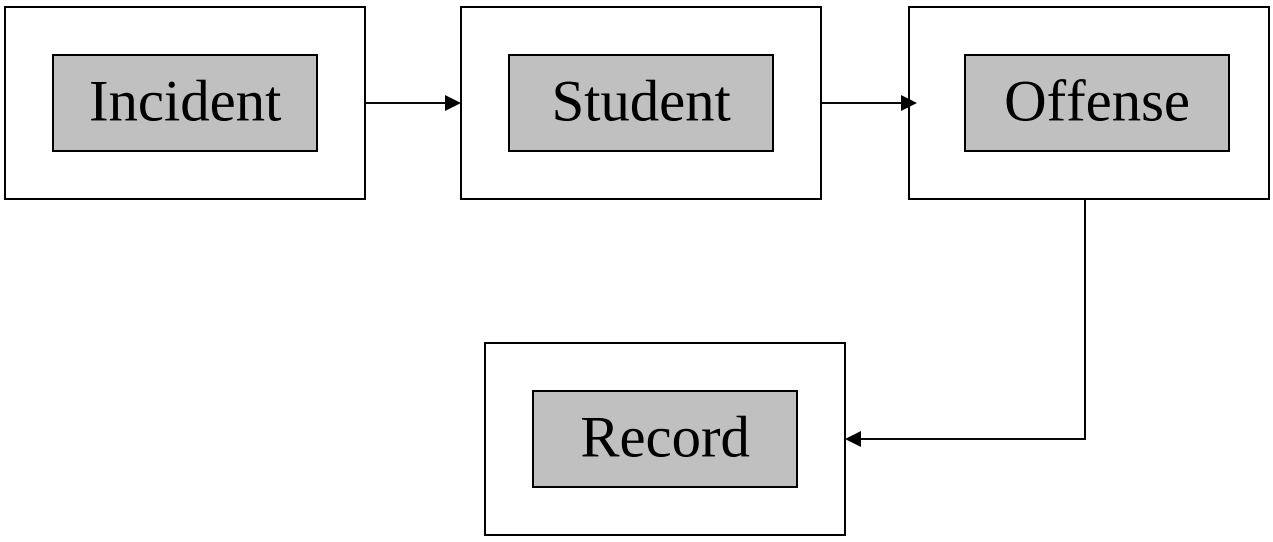
A. Basic Process for Web Submission

The Web Submission Method will allow division- and school-level entry of discipline, crime, and violence incident data. Users will log into the Single Sign-on for Web Systems (SSWS) to enter DCV data manually for their respective school or division. The manual entry method uses a newly designed Web collection application that allows each division or school to enter data daily per incident. The manual data entry method cannot be combined with the Division File Submission Method. One file will overwrite any data that is manually entered. The manual data entry method can be used at either the division level or the school level. There are reporting abilities at both levels.

It is possible to view data from previous school years within VDOE's Web submission system. However, it is not possible to edit data except within the existing school year.

B. Organizational Diagram of Web Application Cycle

The organizational chart below illustrates a complete cycle involving the three elements that contain the data within the Oracle database. Each element must contain the correct information and be finalized by linking the three data elements together to form one record. If any link becomes broken by deleting an element, an internal error is created and will be displayed on the Completed Data Entry form.



The most common errors that break these data links are

- Deleting a student link from the incident element without deleting the student from the offense element or from the student data bank element.

- Deleting a student who has attended multiple schools within the same division. A student enrolled in more than one school throughout the school year should not be deleted. The student is read by the application as (Student A enrolled in school 105) and then re-enrolled as (Student A enrolled in School 106). This is seen by the application as two different students.

- Shutting down the computer before an entire cycle is completed.

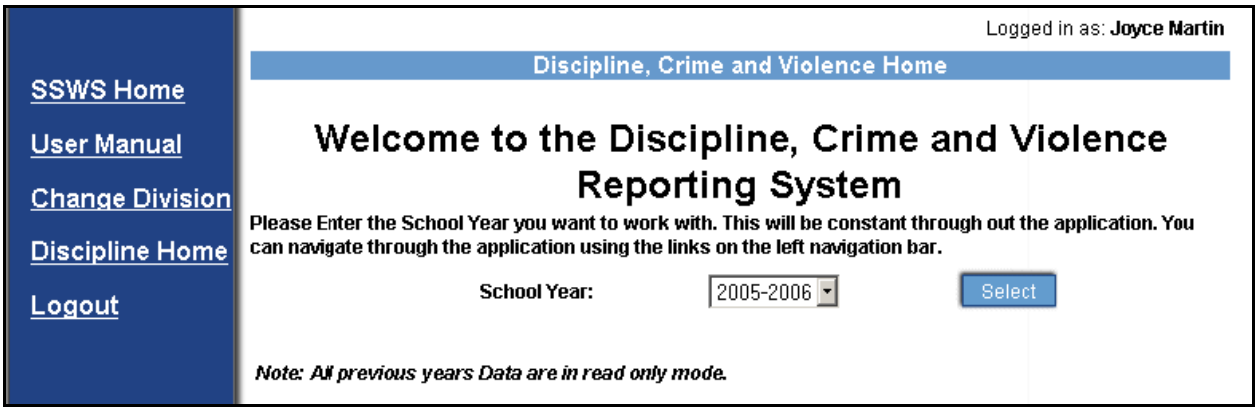
C. Web Submission Manual Data Entry Procedures

1. Procedure for Login to the Single Sign-on Web System (SSWS)

There are two levels of access—school level and division level. The levels of access will depend upon the rights allocated to the user by the division's account manager.

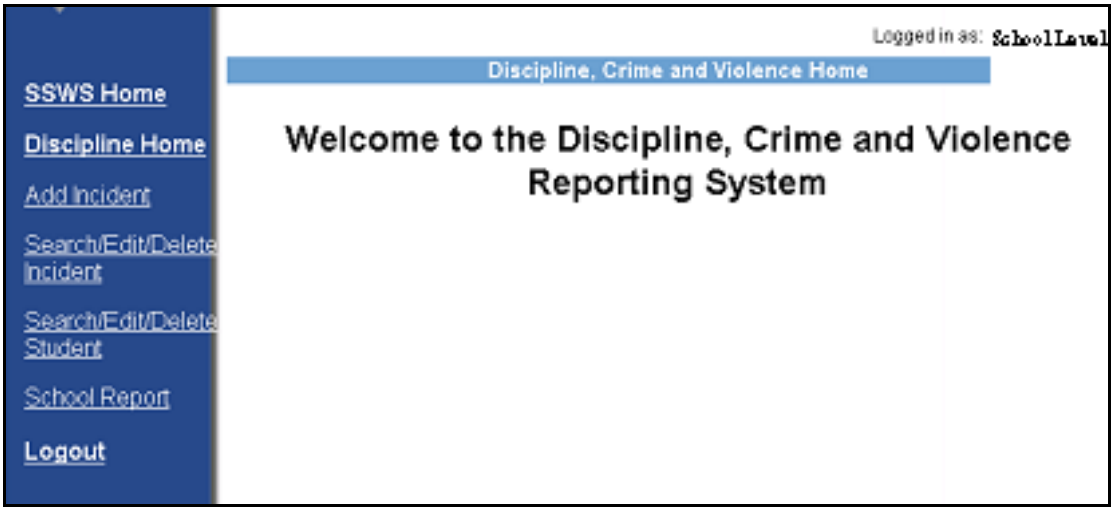
2. Procedure for Opening the Screen for Each Type of User

All users have to select on the home page the school year they are working with.

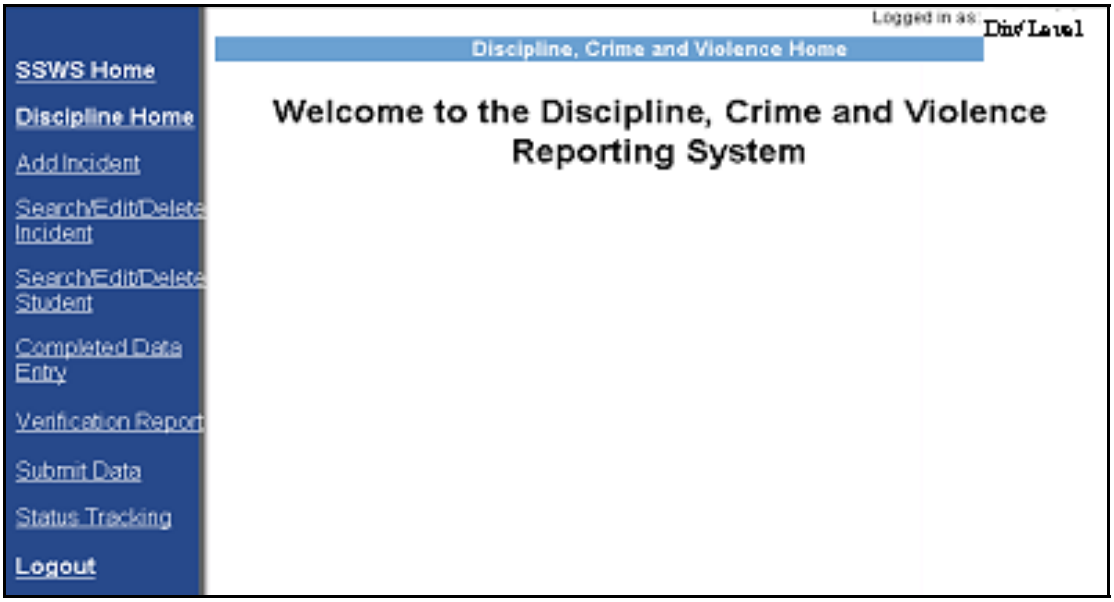


The Two User Levels:

- **School-Level Users** can enter data only for their respective school and will see the following home page. Please note that the links offered for each level of user are different.

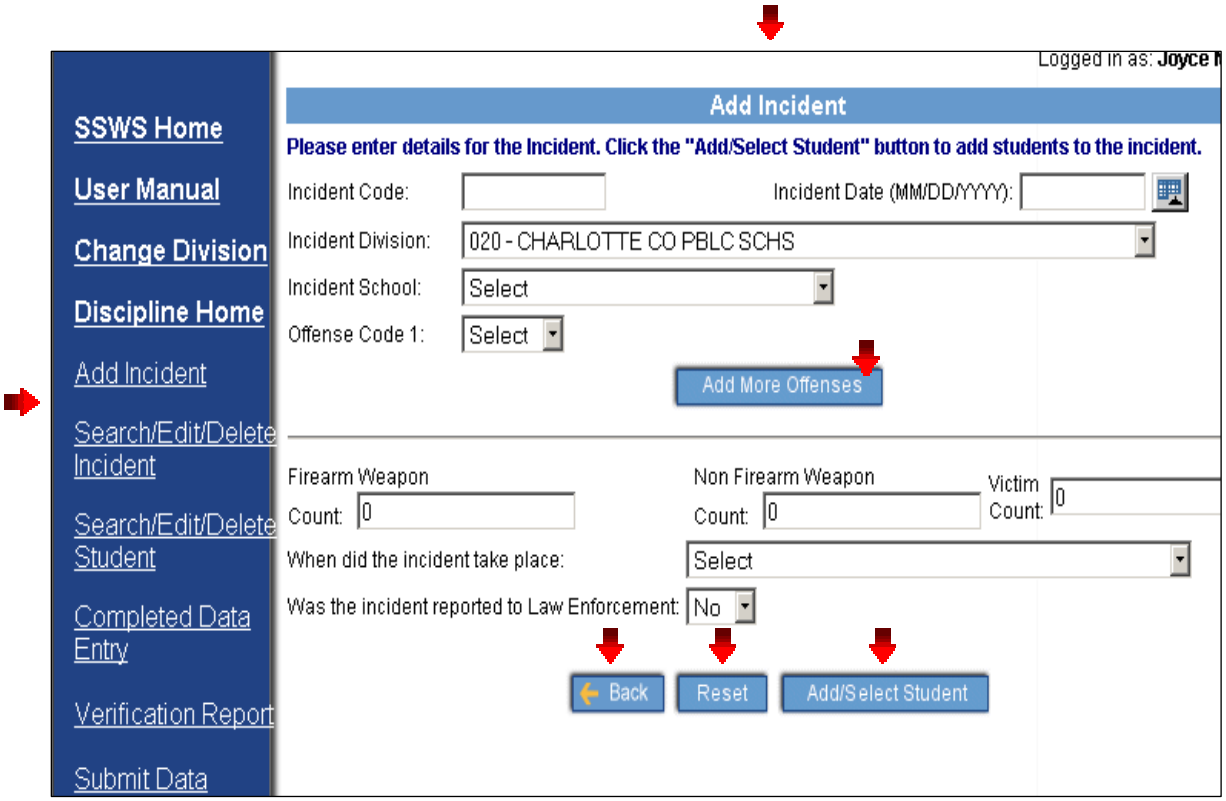


- **Division-Level Users** can enter data only for their respective division and will see the following home page. Please note that the links offered for each level of user are different.



3. Procedure for Adding an Incident Link

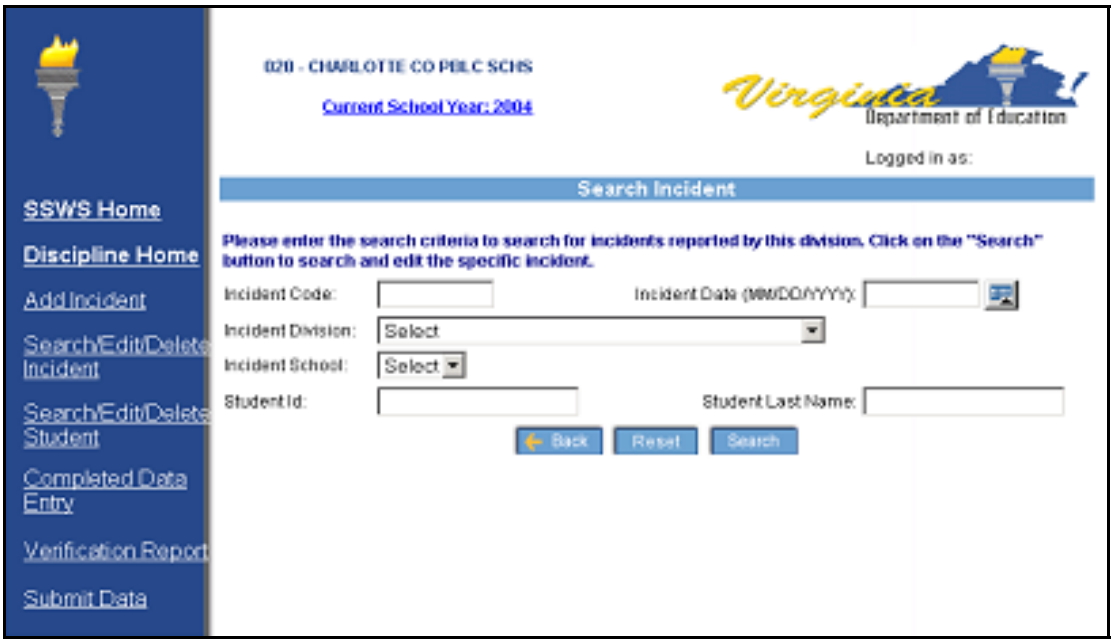
The Add Incident screen allows the user to add an incident for the selected school year. For each incident, the user may enter up to five offense codes.



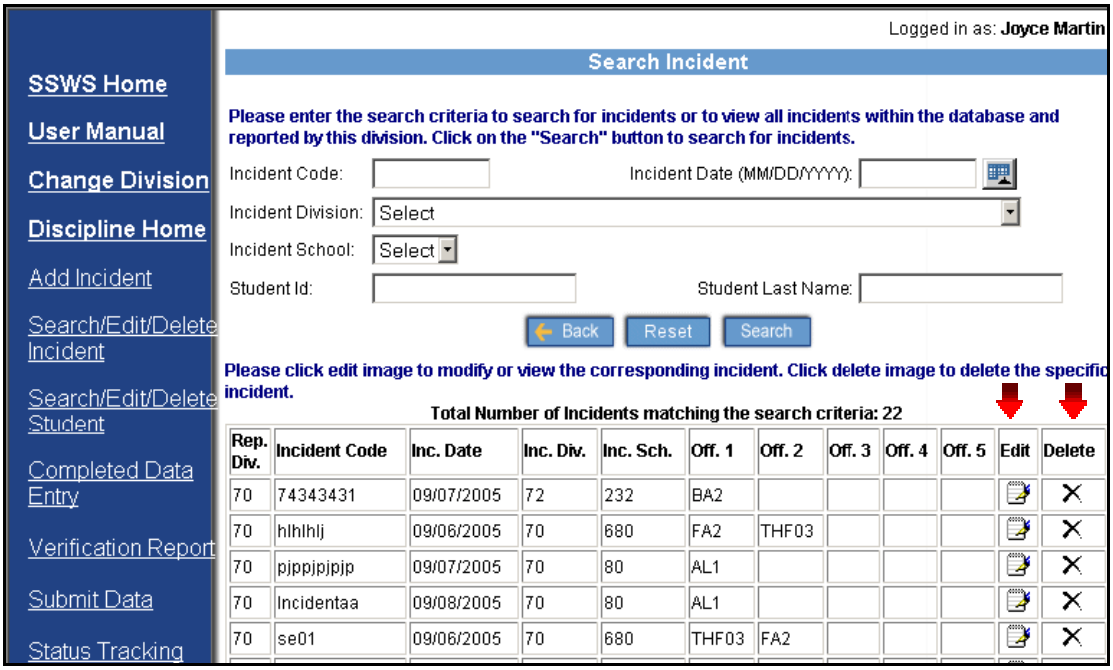
- Add More Offenses allows the user to enter up to five offense codes for the incident.
- Back button takes the user to the home page.
- Reset clears all the changes in the current form.
- Select/Add Student allows the user to add or select student to link to incident.

4. Procedure for Using the Search/Edit/Delete Incident Link

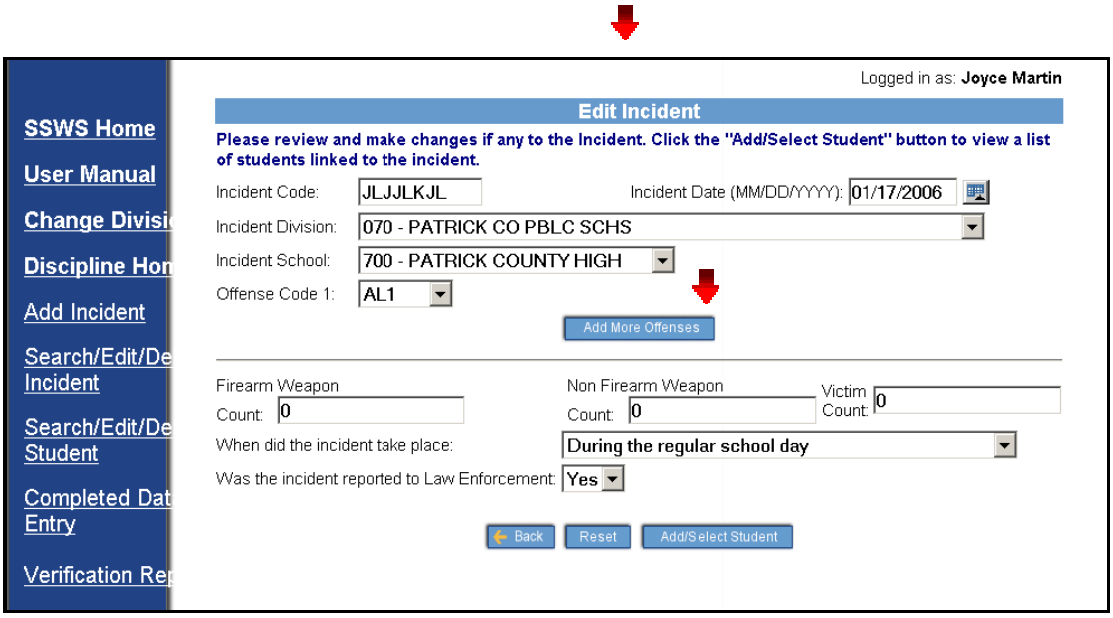
The Search/Edit/Delete Incident link allows the user to search all existing incidents. A list of all existing incidents will appear, and the user may edit or delete them.



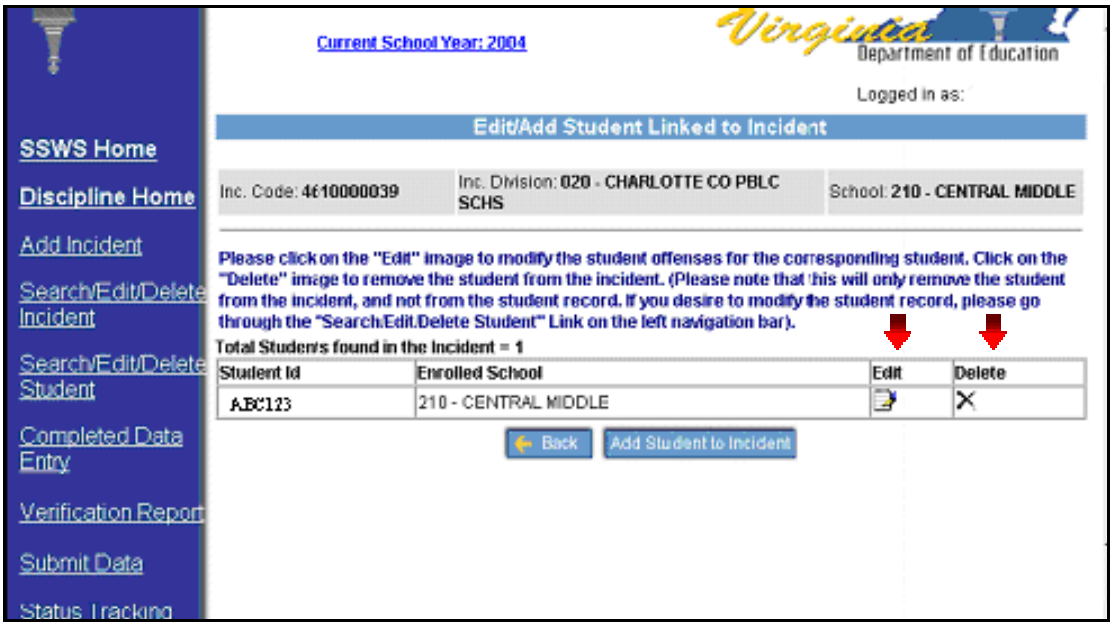
Searching for an incident will bring up a list of all existing incidents which the user may choose to either Edit or Delete.



Edit Incident will allow the user to modify or add any incident information such as offenses, sanctions, incident date, victim count, confiscated firearms or non-weapons, or time of incident. The user may add up to five offenses by clicking the Add More Offenses button, and a new drop-down window will appear so the user may choose the offense.



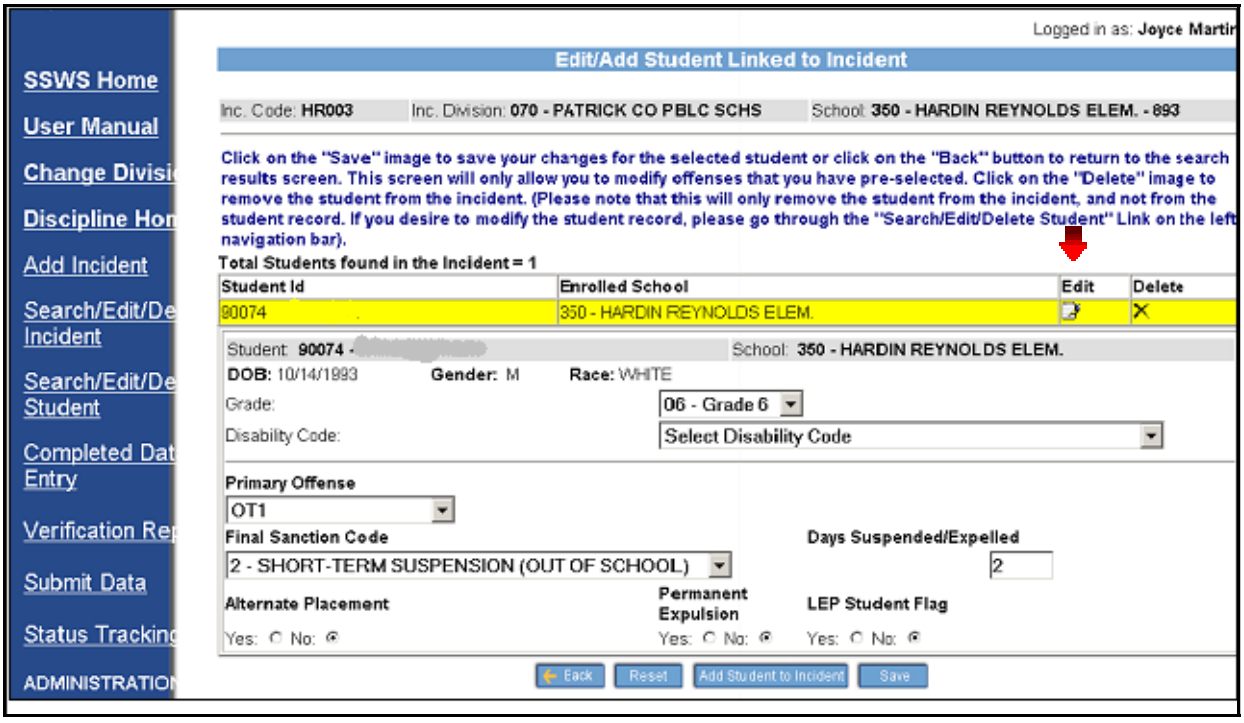
The user may also view any student(s) attached to a specific incident. If an incident is edited, the student linked to that incident may have to be modified. The Edit Image or the Delete button allows the user to view the incident linked to the student.



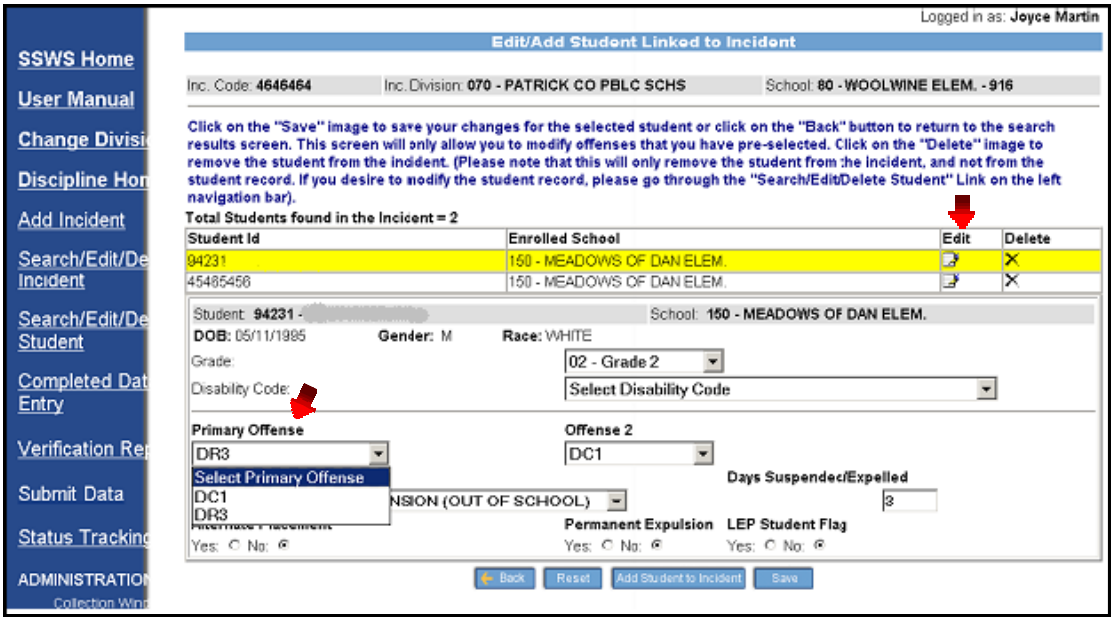
5. Procedure for Linking an Incident to a Student Offender

Edit Image allows the user to view or modify the student offender for that incident. If any data concerning the student, not the incident, is changed, the user must go to the Search/Edit/Delete Student link.

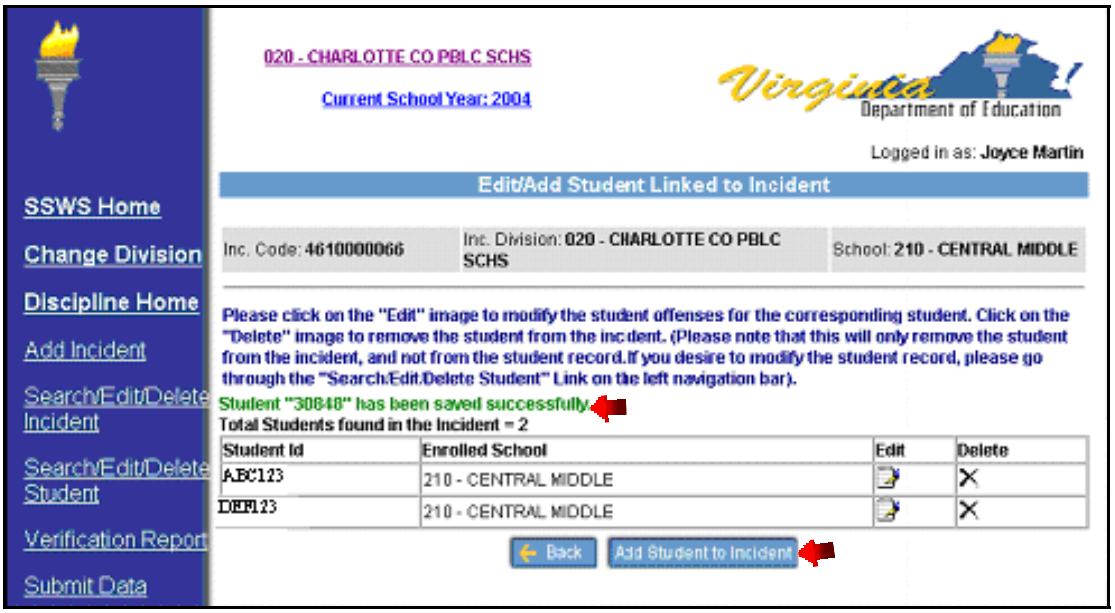
The user may add student offenders to a specific incident at the Search/Edit/Delete Incident link provided the student has been added to the student database. The user may delete a student offender from an incident.



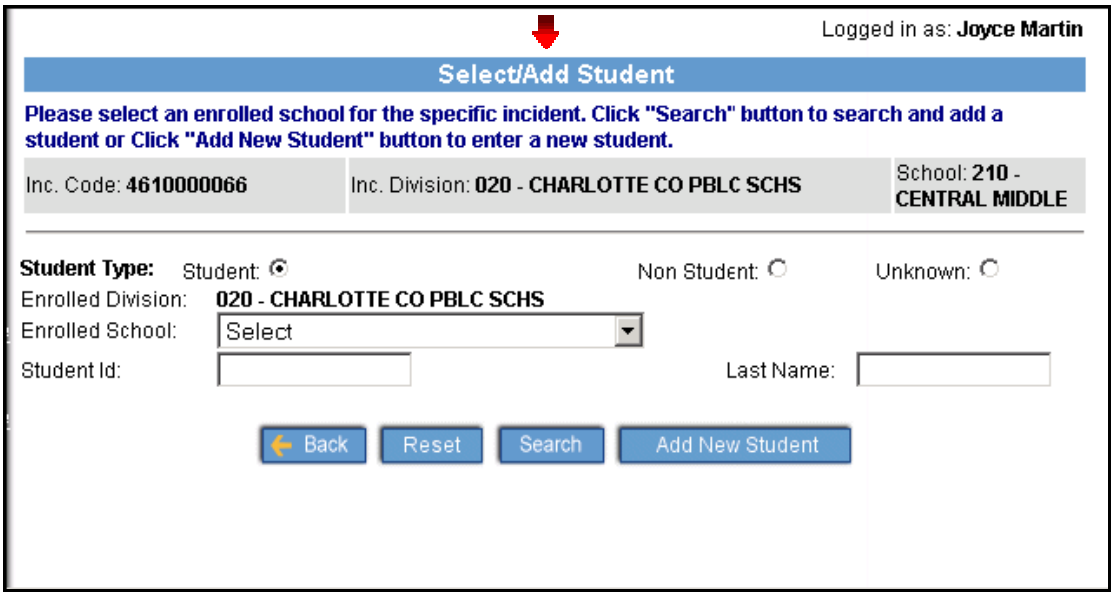
Edit Image allows the user to edit the incident data. The total number of offense codes the user may attach to the student have been reduced to three with the first offense being the primary offense. All five offense codes are listed, but only three may be selected and linked to a student.



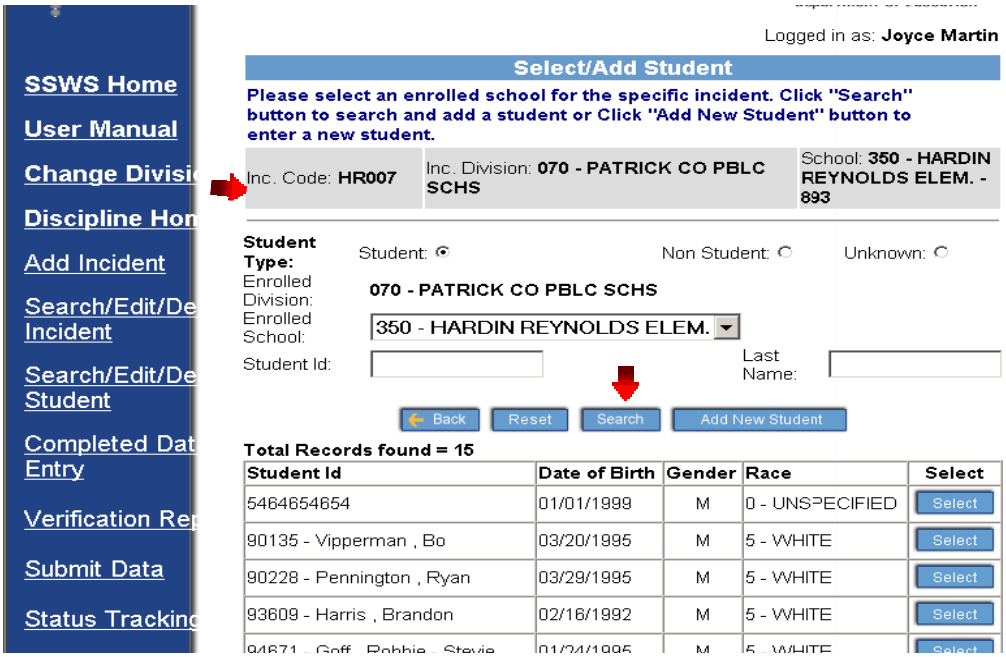
Upon completion of data modifications, the user should save the changes. A Confirm message appears stating that the changes have been made. To add a student offender, the user must click Add Student to Incident.



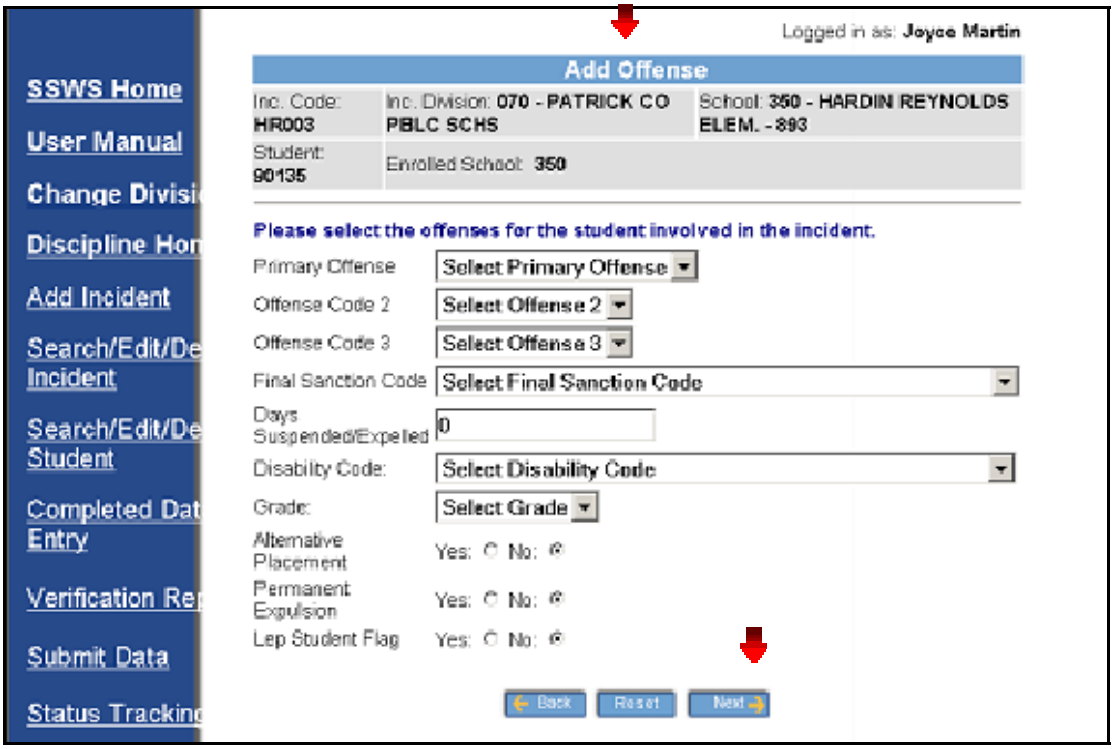
The Select/Add Student screen appears and allows the user to select the enrolled school and search for a particular student within the existing student database. If the student is not in the database, he/she cannot be added at this link. The user must go to the Search/Edit/Delete/Incident link to add a student to the student database before adding it to the incident.



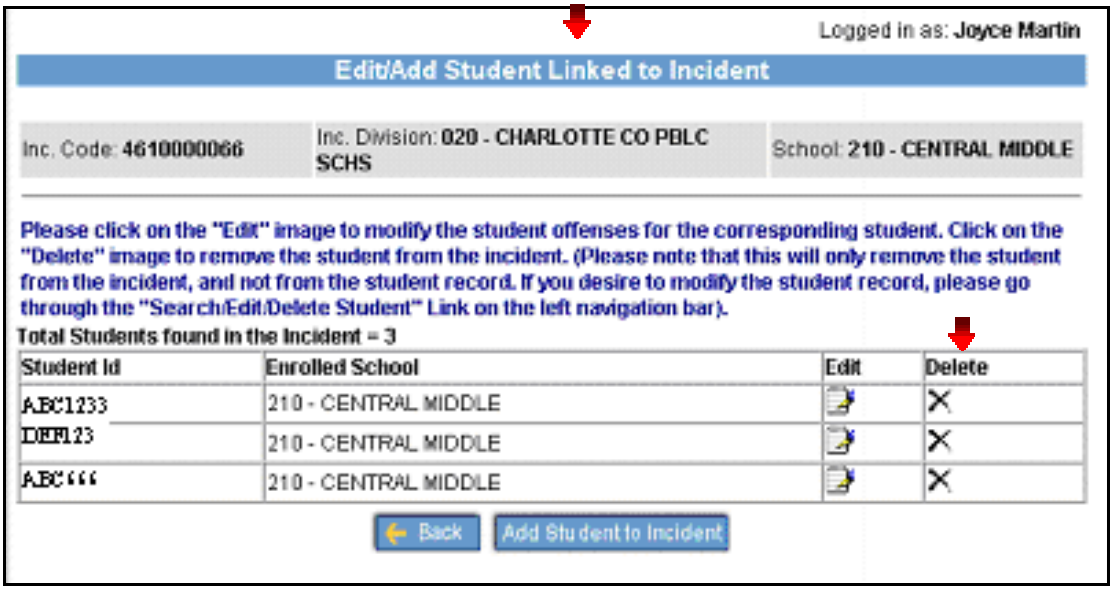
The Search button allows the user to see all the students that have incidents at a selected enrolled school. To add one of these students to the specific incident that has been chosen, the user clicks Select, and the student's data will appear.



The Add Offense screen appears for the selected student. The user may then add the offense codes, final sanction, days, alternative placement, and permanent expulsion. Upon completion of the changes, the user should click Next.



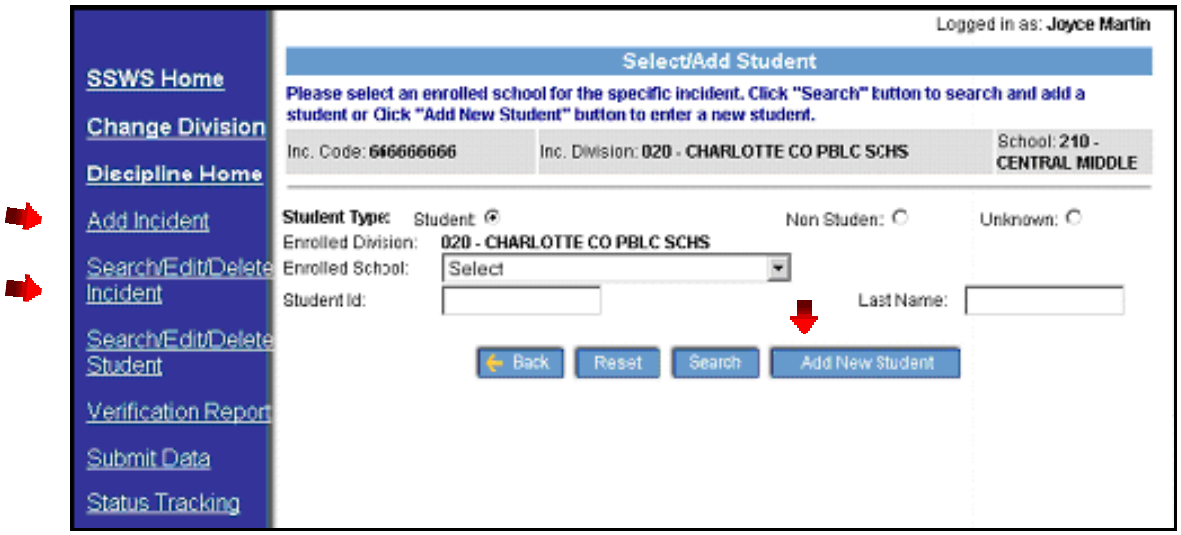
The Screen will return to Edit/Add Student Linked to Incident with an additional student added to that particular incident. If at anytime the user desires to delete a student from an incident, the user may use the Delete button attached to the student; however, this does not delete the student from the database.



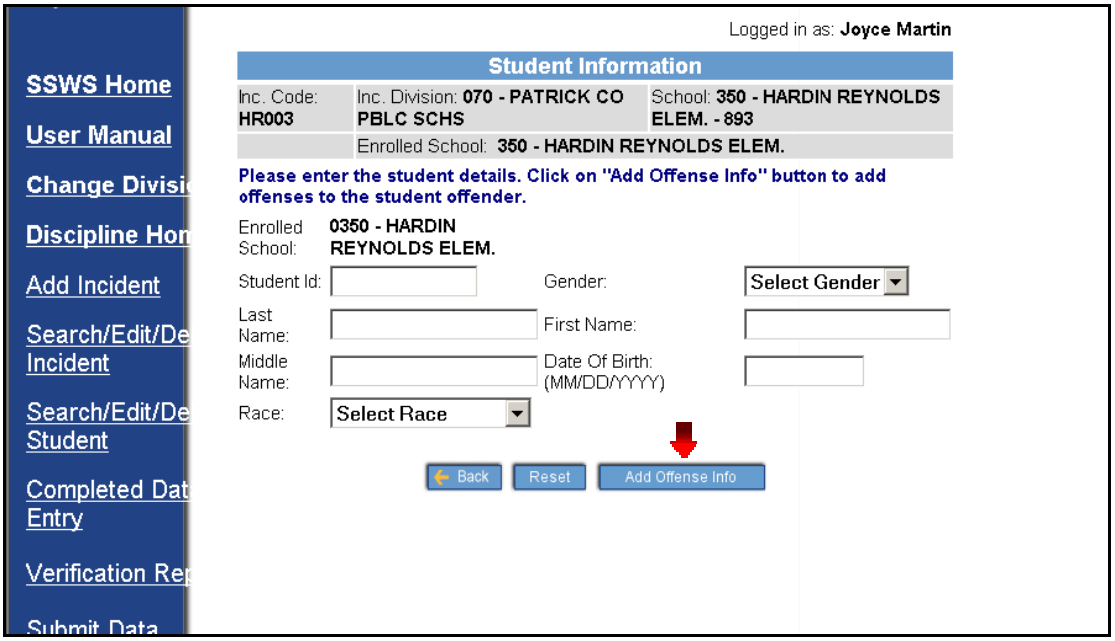
6. Procedure for Adding a Student

Add a student to the database by using the Add Incident link or Search/Edit/Delete Incident link. Complete the following steps to add a student:

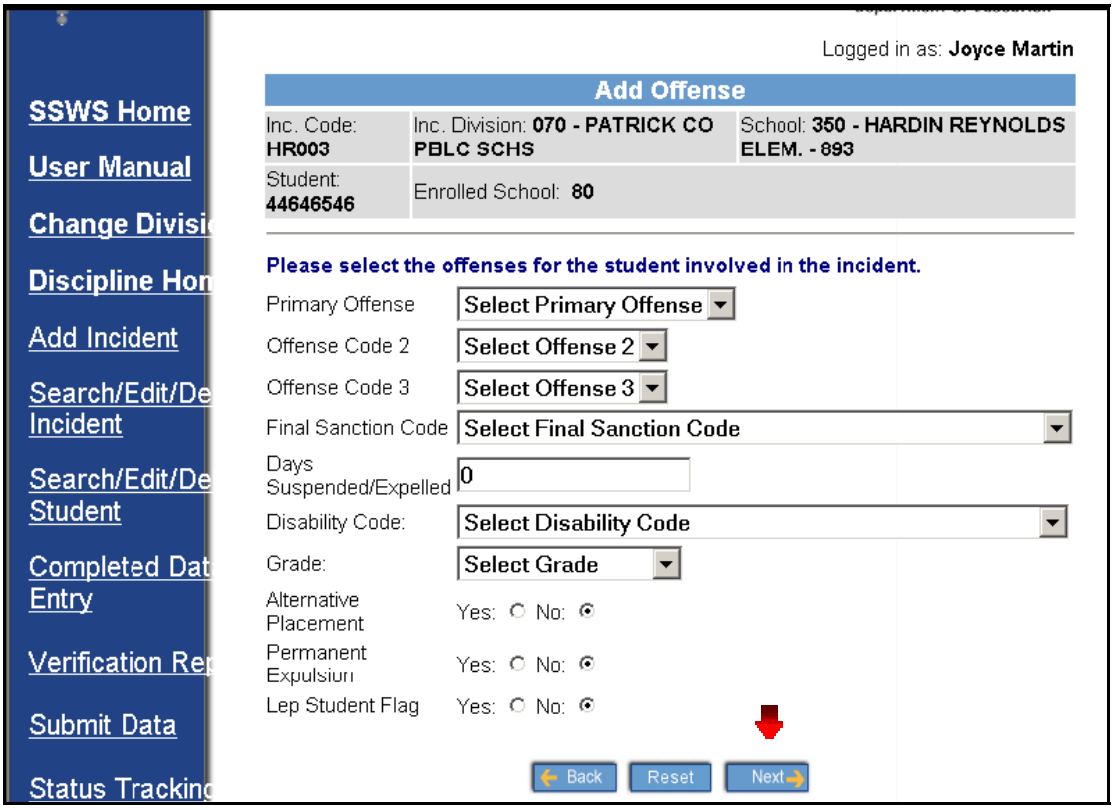
- Click Add Incident link.
- Fill in all the boxes pertaining to the new incident.
- Click Add New Student



- Fill in the student information boxes.
- Click Add Offense Info.



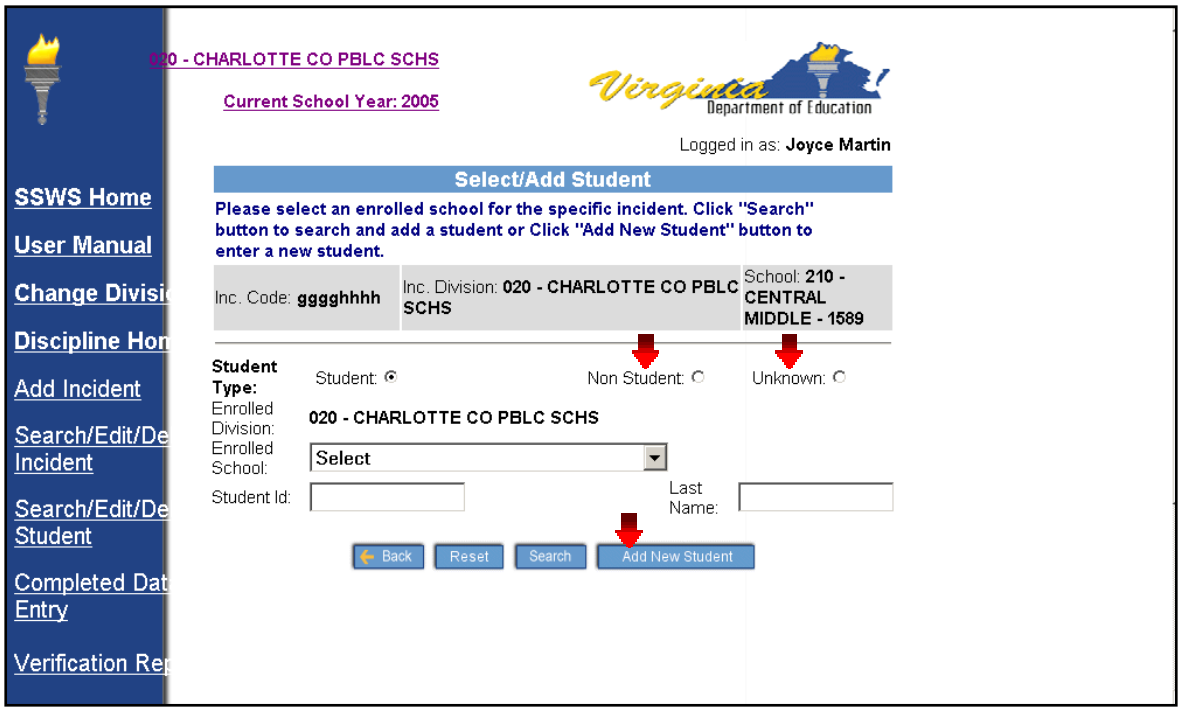
- Select the offenses for the student indicated in the incident.
- Click Next when complete.



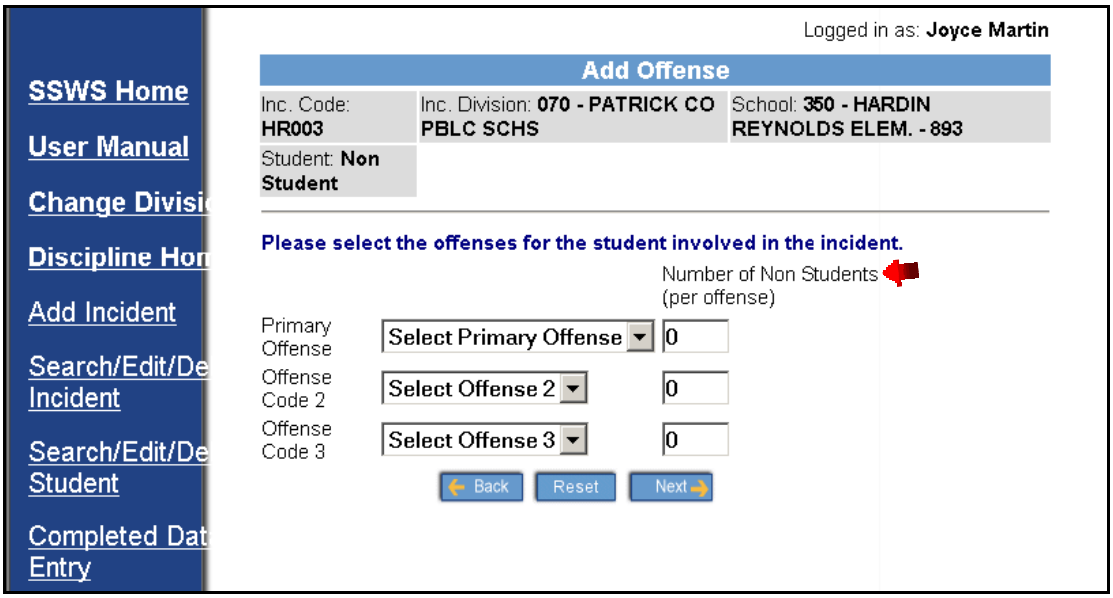
7. Procedure for Adding a Non-Student or an Unknown Student

To add a non-student or unknown student to the database, do the following:

- To search for an existing incident, click the Search button, then select the correct incident, or click Add Incident and add the incident.
- When searching for an incident, click Edit Image, and the selected incident will appear.
- Click the Select Student button and all students associated with that incident will appear.
- Click the Add Student to Incident button and the Select/Add Student screen will appear.
- Select the Non-Student or Unknown radial button.
- Click the Add New Student button, and the incident will be linked to the non-student or the unknown student.

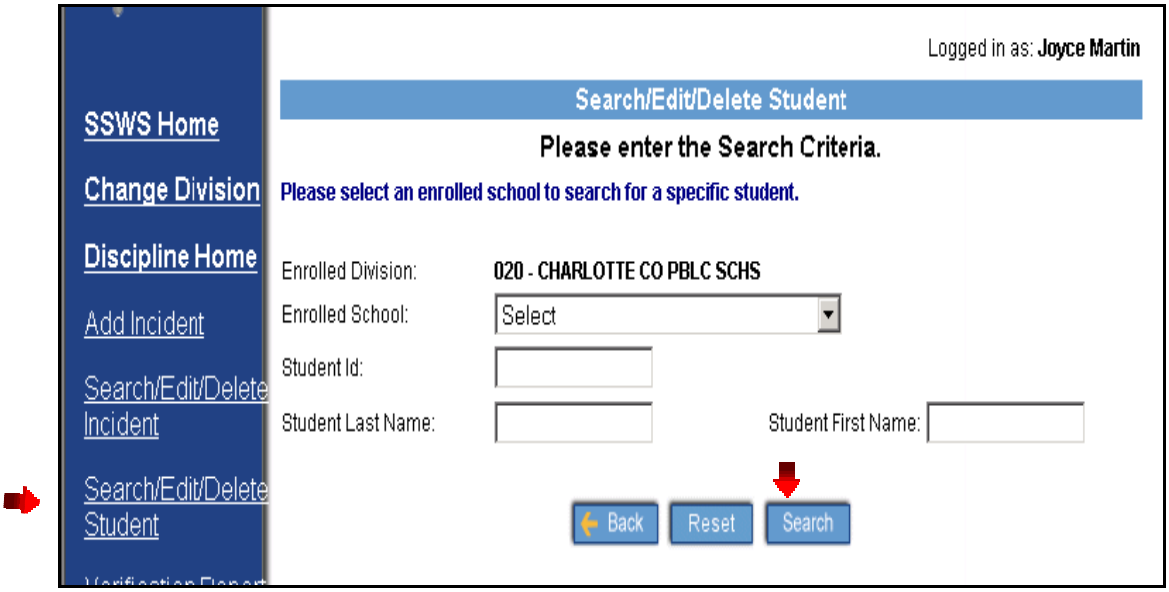


The user will have to fill in the number of non-students per offense. Click the Number of Non-Students per offense box and type a number opposite the correct offense.

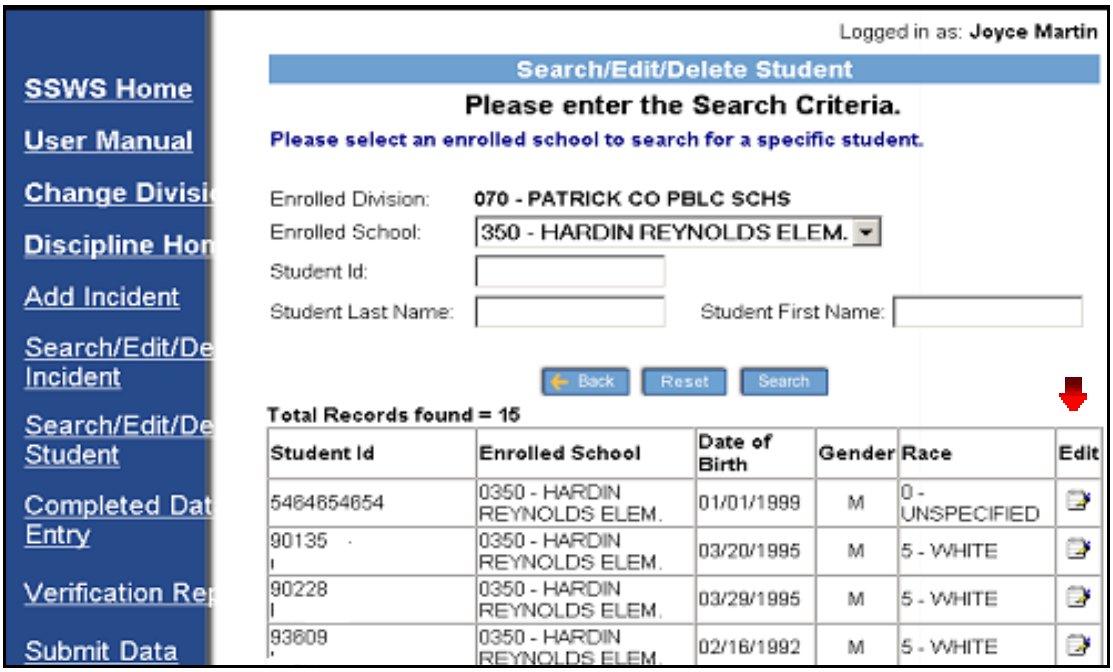


8. Procedure for Using the Search/Edit/Delete Student Link

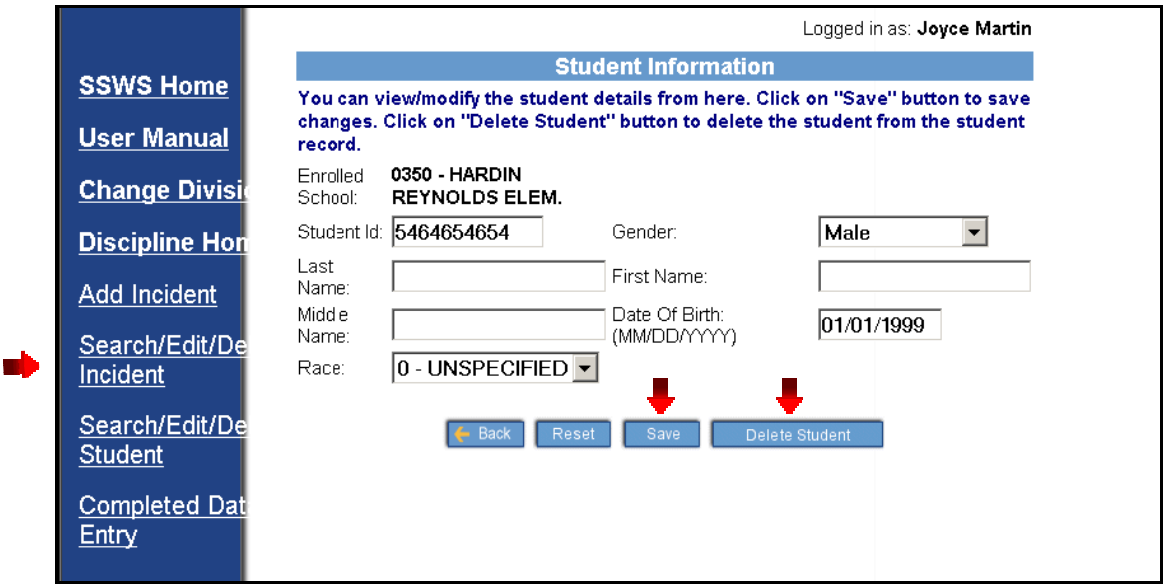
The Search/Edit/Delete Student link allows the user to view student information that may already exist in the student database. Enter the enrolled school before clicking Search.



The search criteria will bring up the students that have been entered in the student database. Click the Edit Image to modify the student data.



The screen that appears will contain the student's profile information. Data may be edited on this screen. When edits are complete, click Save or, if you wish, Delete the student from the database. However, if the student is linked to an incident, he/she cannot be deleted until all the incidents linked to the student are deleted. In order to delete the incident linked to the student, go to the Search/Edit/Delete Incident link.



After saving any new edits, you will receive a confirmation message about the student information.

9. Procedure for Entering an Incident from Another Division or School

Note: The student's enrolled school will record all incidents regardless of where the incident occurred.

- The enrolled school or enrolled division records the incident data.
- Click Add Incident link.
- Type the incident code and date.
- Open the drop menu for the Incident Division and highlight the division name.
- Open the drop menu for the corresponding Incident School.
- Select the appropriate offense codes.
- If the offense codes require a victim count, non-firearm confiscated or firearm confiscated, fill in the appropriate boxes.
- Select what time the incident took place.
- Click Add/Select Student.
- Either add a new student or search for a student.

10. Procedure for Searching for an Incident

- Click the Search/Edit/Delete Incident link.
- Click the Search button (All incidents will appear or if no information is present, the screen will state "No Data Available.")
- If data are available, click Edit Image. (Data associated with the incident will appear except for the student information.)
- Click Add/Select Student to find all students linked to that specific incident. (Note: It is possible to have an incident with no students linked to it.)
- Click Edit Image to view the student information within the incident, if desired.
- To edit the student information, click the Search/Edit/Delete Student link.

11. Procedure for Editing or Searching for a Specific Student

- Click the Search/Edit/Delete Student link
- Select the enrolled school.
- Click Search. (All students within the database will come up.)
- Click Edit Image of the specific student to be edited.
- Make all edits desired and click Save.
- To delete the student from the database, first delete the student linked to the incident. Second, delete the incidents linked to that specific student before deleting the student.

12. Procedure for Deleting a Student Linked to an Incident

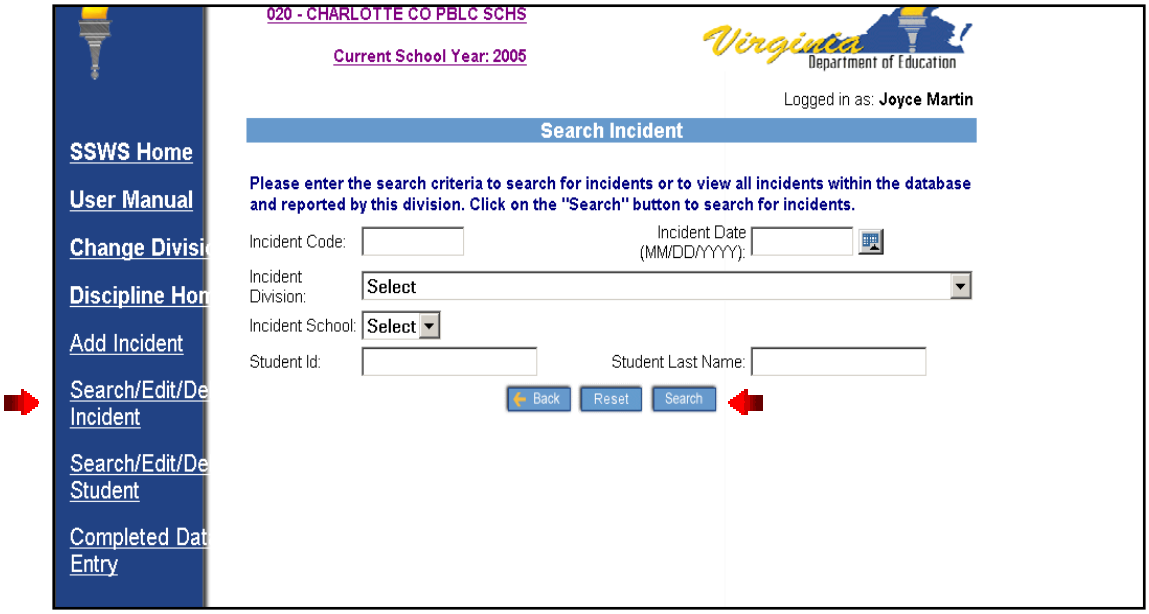
NOTE: Before you delete an incident, the student linked to that incident must be deleted.

- Click Search/Edit/Delete Incident.
- Type in the incident number or click Search.
- Click the Edit Image of the specific incident.
- If a student is linked to that incident, go to the Search/Edit/Delete Student link to delete the student.
- Click Add or Search Student.
- Click Delete Image that appears with the student ID. This will delete the student from the incident but not from the student database.
- Click the Search/Edit/Delete Incident link.
- Search for the incident or type in the incident number.
- Click Delete Image.

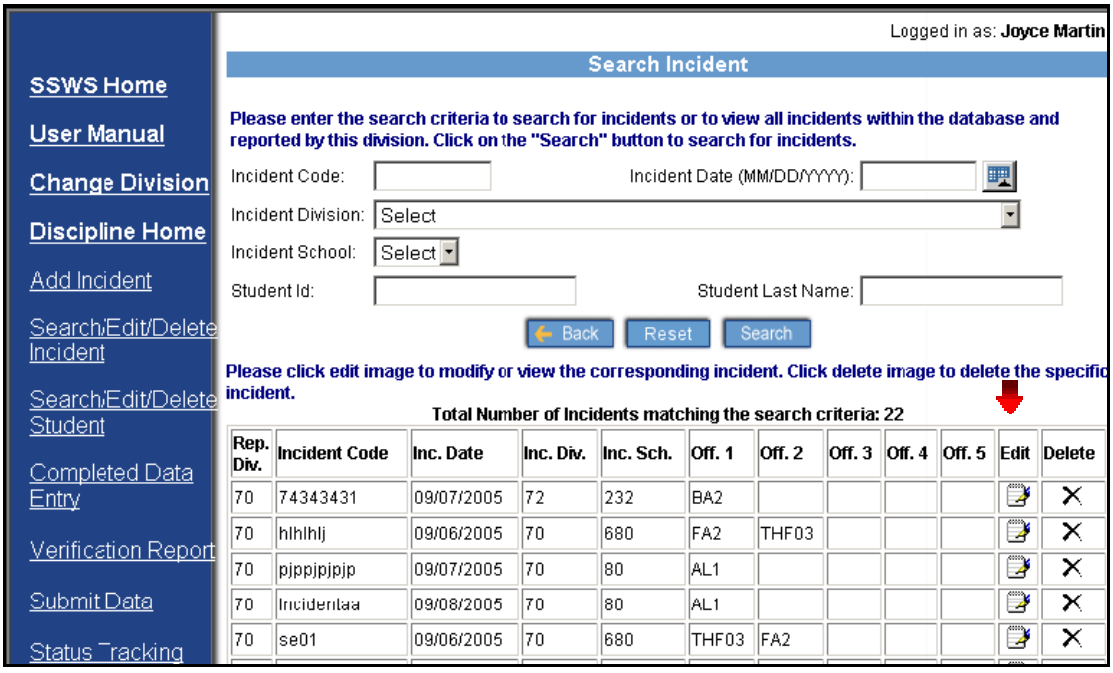
13. Procedure for Deleting a Student from an Incident with Multiple Student Offenders

(NOTE: All screen shots displayed are with false data)

Step 13.1: Go to the Search/Edit/Delete/Incident Link and click Search.

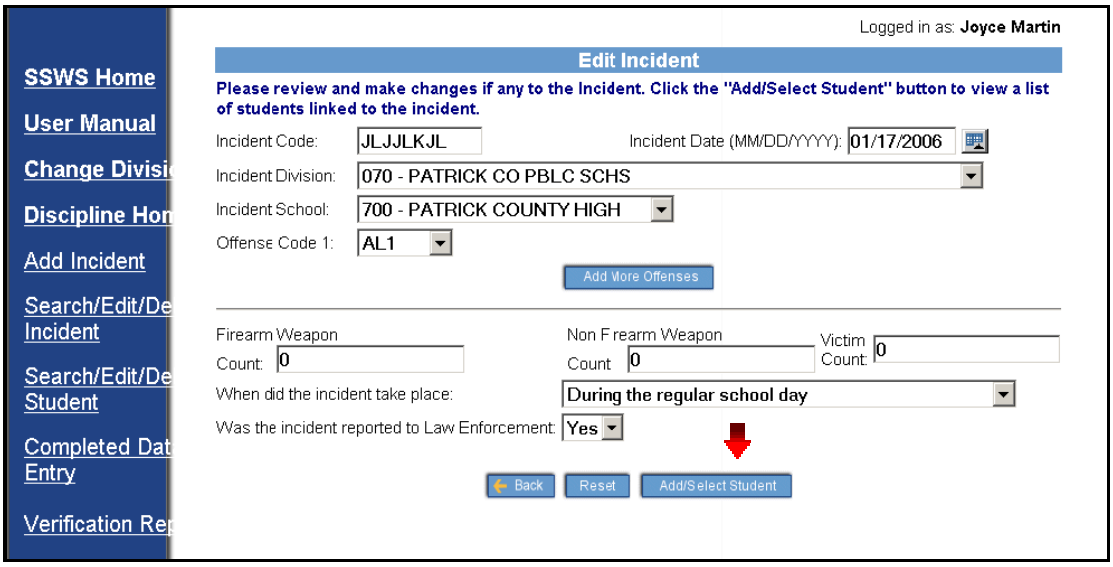


Step 13.2: Click Edit Image opposite the incident code desired.

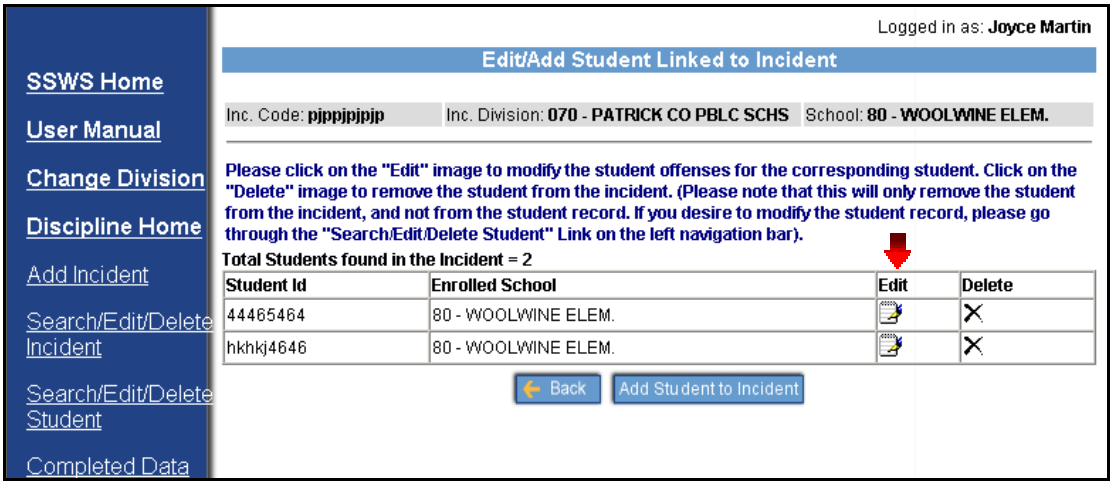


Rep. Div.	Incident Code	Inc. Date	Inc. Div.	Inc. Sch.	Off. 1	Off. 2	Off. 3	Off. 4	Off. 5	Edit	Delete
70	74343431	09/07/2005	72	232	BA2						
70	hlhlhlj	09/06/2005	70	680	FA2	THF03					
70	pjppjpjpjp	09/07/2005	70	80	AL1						
70	Incidentaa	09/08/2005	70	80	AL1						
70	se01	09/06/2005	70	680	THF03	FA2					

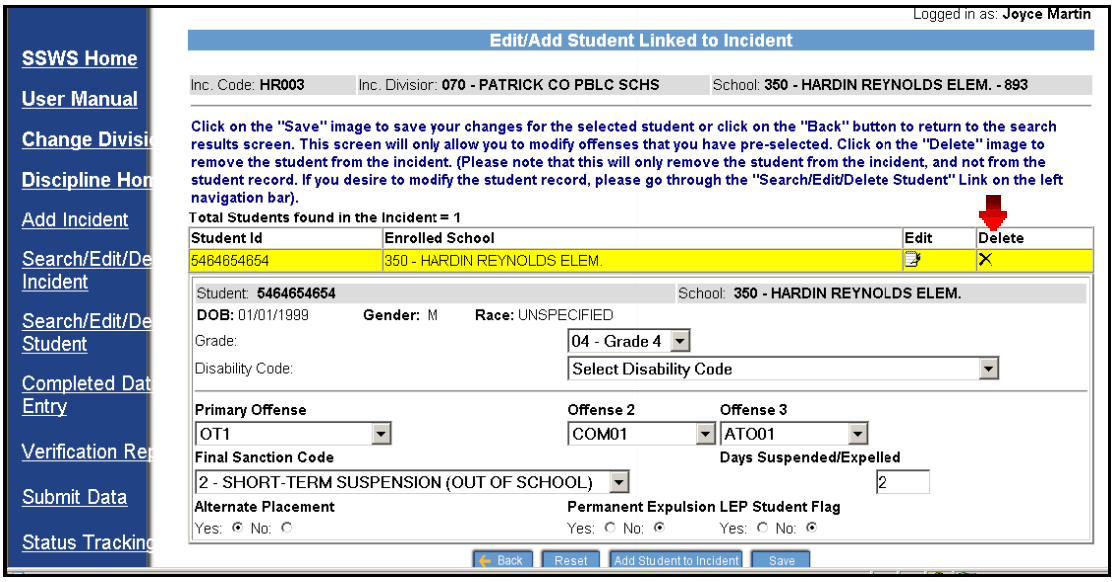
Step 13.3: Click Add/Select Student.



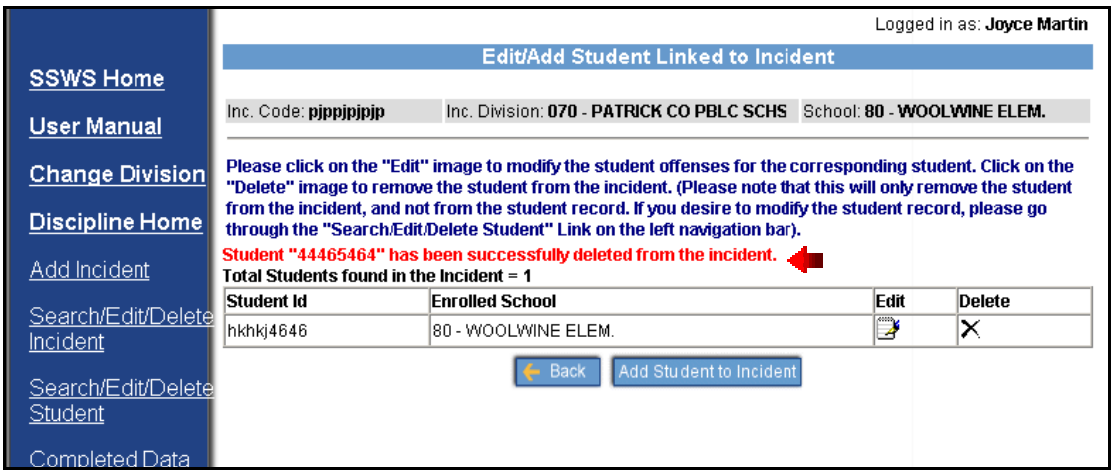
Step 13.4: Click Edit Image opposite the student to be deleted from the incident.



Step 13.5: Click Delete Image opposite the highlighted student that gives you a message regarding the student.

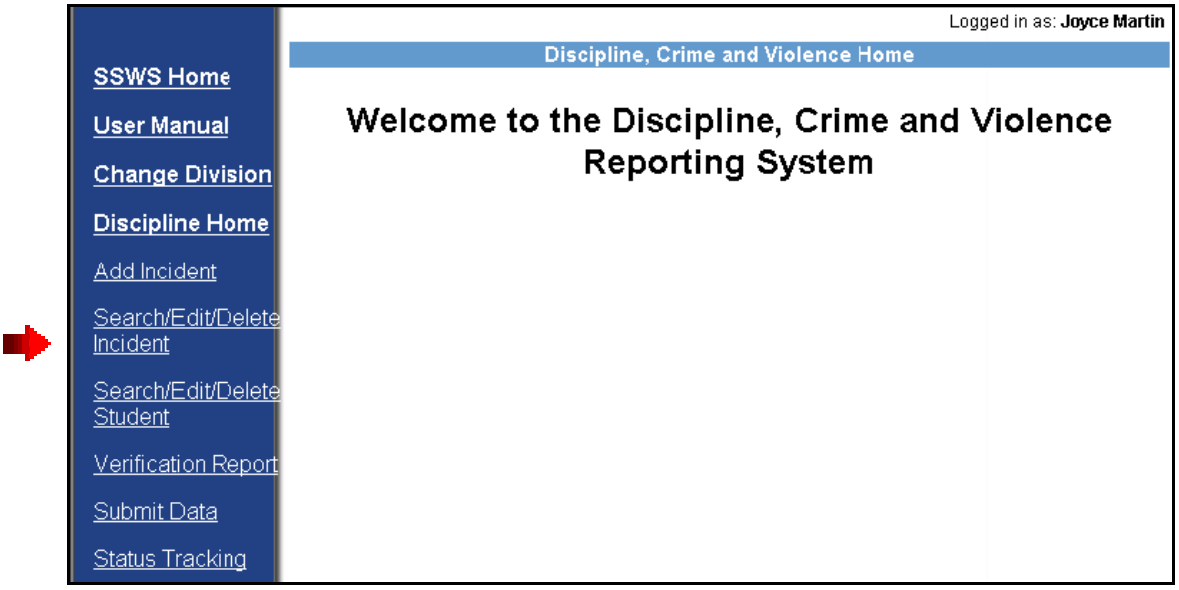


Step 13.6: The student will be deleted from the incident with a successful message.

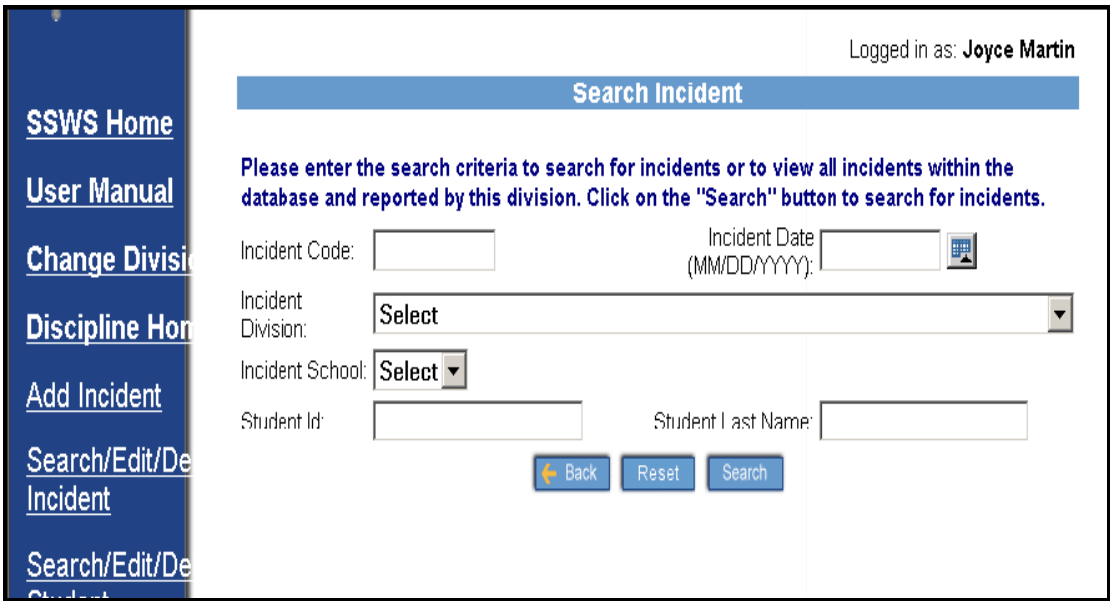


14. Procedure for Linking The Student Data to the Incident Data

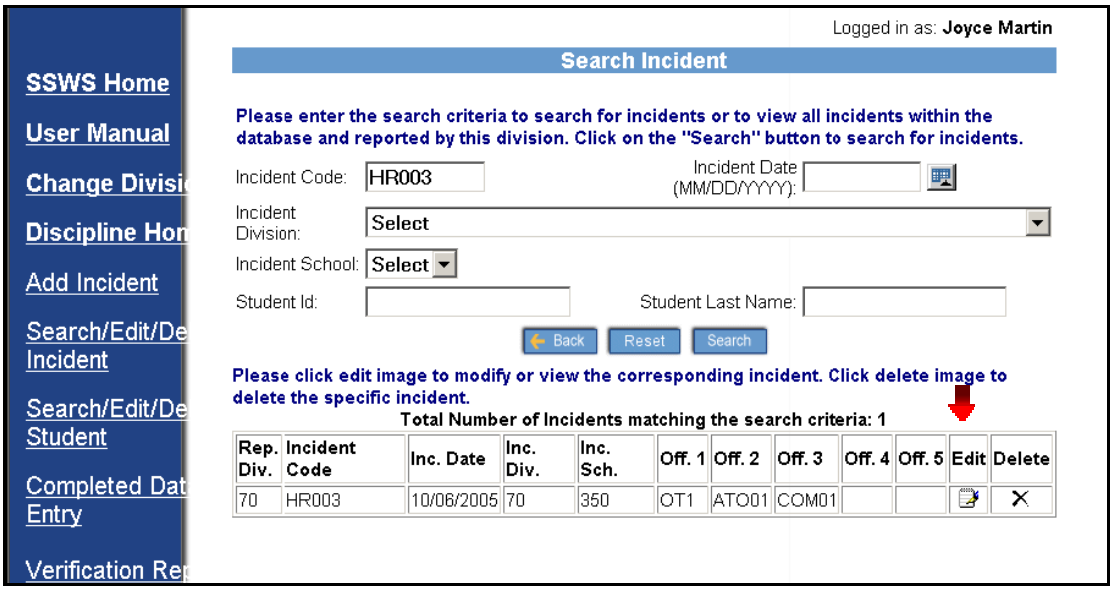
Step 14.1: After opening the welcome page, click the Search/Edit/Delete Incident.



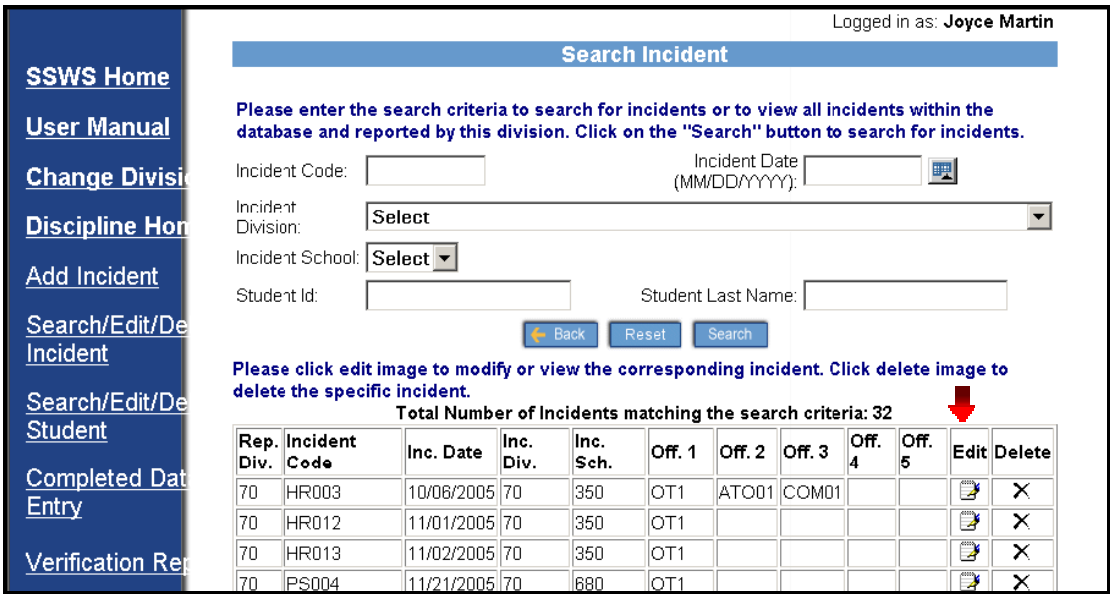
Step 14.2: At this screen the user may search for an incident in two ways: (A) by a specific incident if the incident number if known, or (B) by searching all possible incidents.



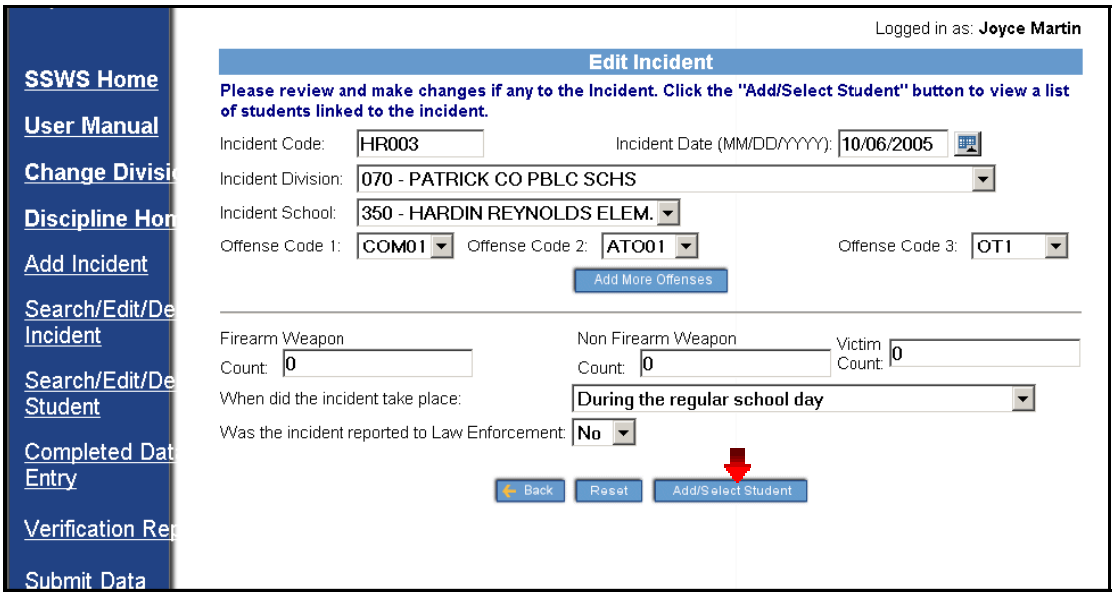
Step 14.2 A: After entering a specific Incident Code in the blank Incident Code box, and clicking on the Search button, the following screen will appear. The user will click on the Edit Image opposite the incident. The Edit Incident screen (see step 14.3) will appear with the completed incident data filled in.



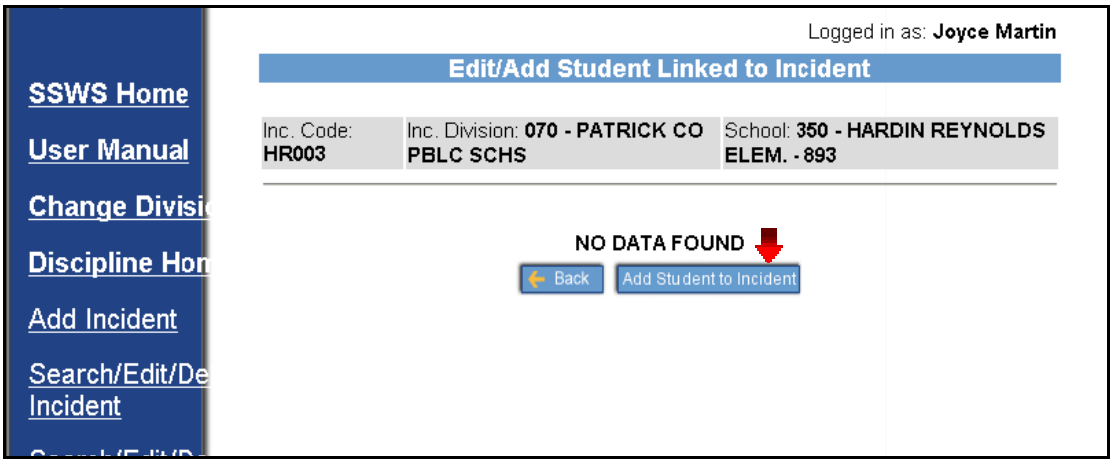
Step 14.2 B –To Search for all existing incidents, click on the search button and the following screen will appear. The user will click on the Edit Image opposite the incident. The Edit Incident screen (see step 14.3) will appear with the completed incident data filled in.



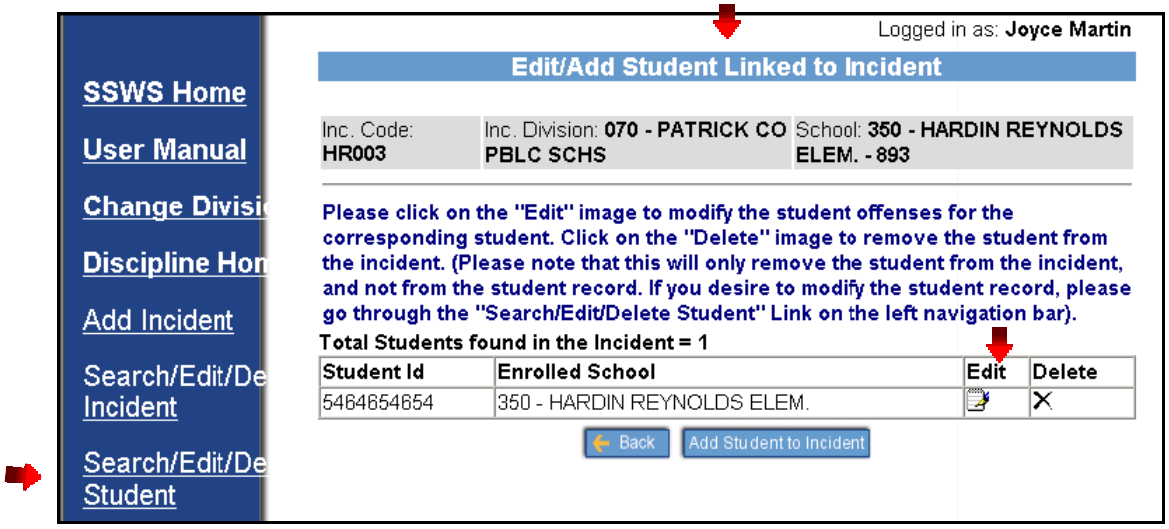
Step 14.3: The Edit Incident screen will appear with the completed incident data filled in. The user needs to select the Add/Select Student button.



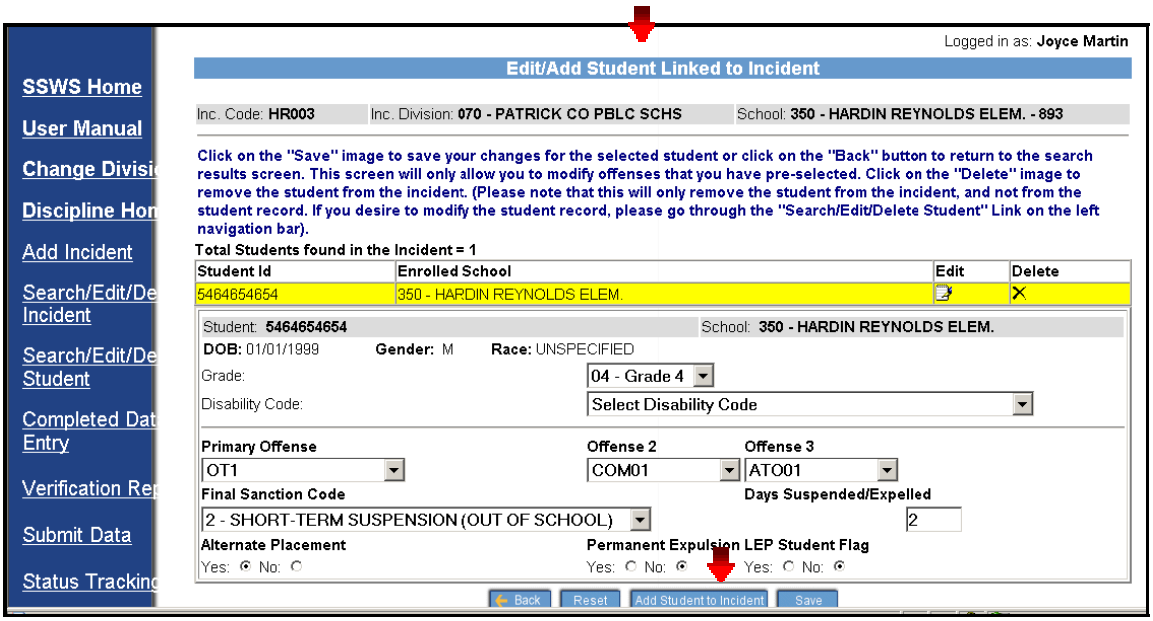
Step 14.4A: If no student data is found when the user selected the Add Student Incident button in Step 3, the following Edit/Add Student Linked to Incident screen will appear. To continue, click the Add Student Incident button



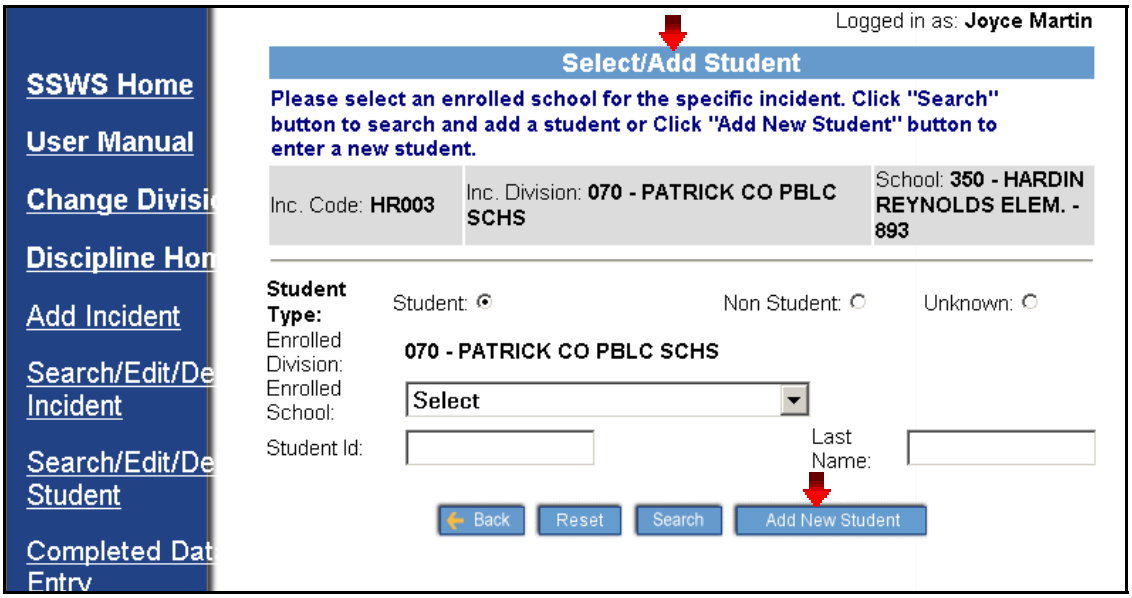
Step 14.4 B: If student data is found when the user selected the Add Student Incident button in Step 3, the following Edit/Add Student Linked to Incident screen will appear. To continue click on the Edit Image opposite the student desired.



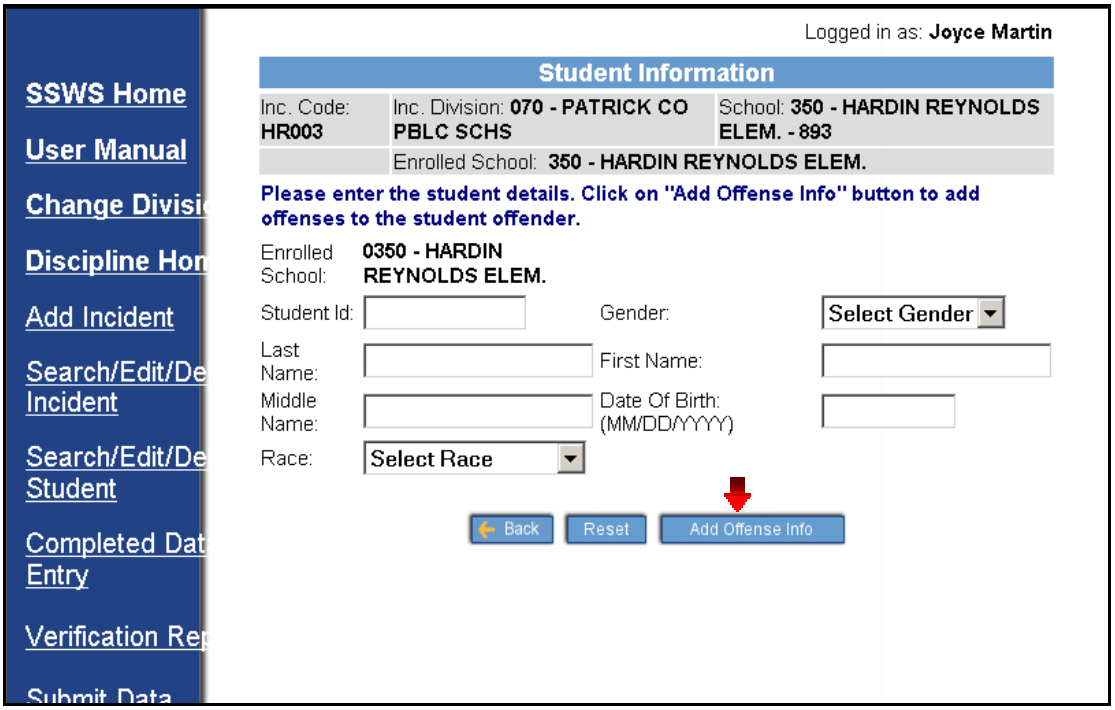
Step 14.5 A: To add a student to the Edit/Add Student Linked to Incident screen, click on the Add Student to Incident button.



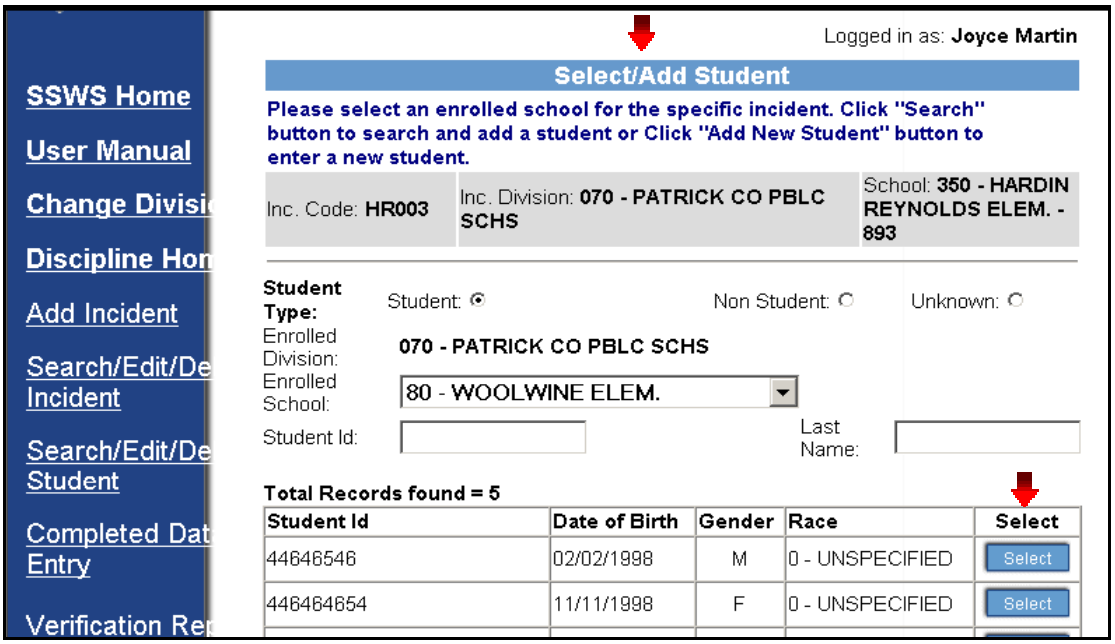
Step 14.5 B: Select the Enrolled school on the Select/Add Student screen, and click the Add New Student Button.



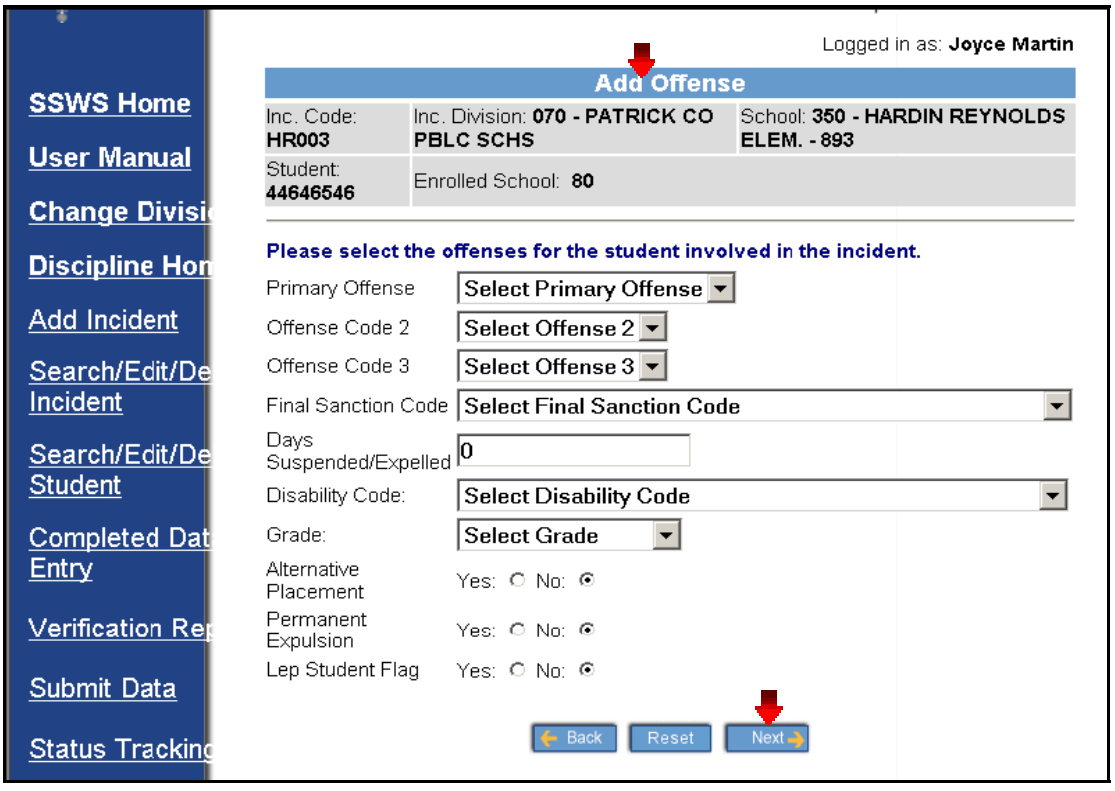
Step 14.6 A: If the user is entering a student that cannot be found in the existing database the user must enter the student information data for the specific student being added to the Incident. Click the Add Offense Info button.



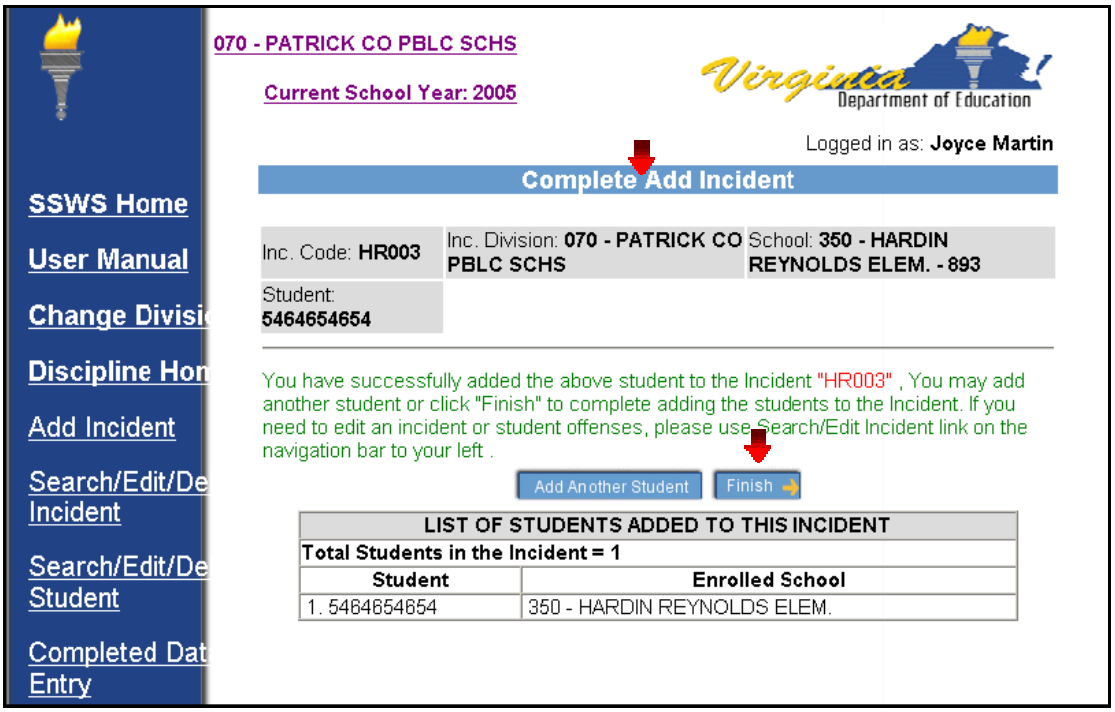
Step 14.6 B: If the user is searching for an existing student, the student data is displayed on the Select/Add Student screen. The user will click on the Select button opposite the student data.



Step 14.7: The final link is to add the offense data on the Add Offense screen to the student and incident. The user must fill in the offense data and click the Next button.

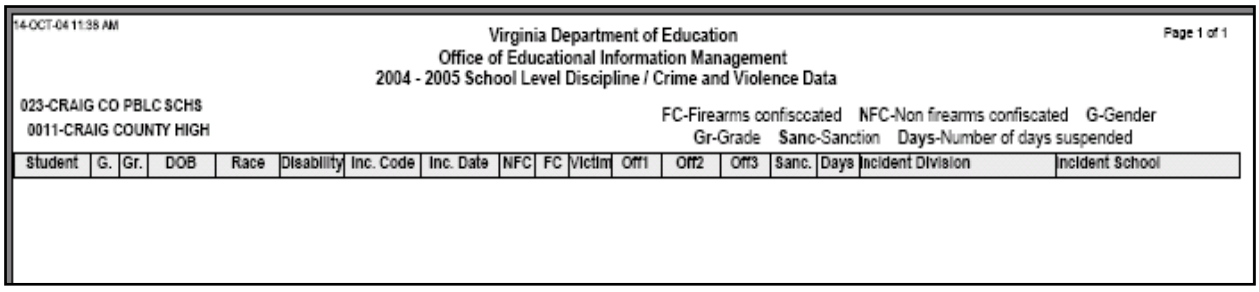


Step 14.8: In order to complete the incident record, the user MUST click the Finish button on the Complete Add Incident screen so that the three units (incident, student, offense) will be saved as one record.



D. School Reporting Link

The school reporting link in the Web submission method will allow each school within a division to see its data in a spreadsheet layout. This can be a helpful tool to evaluate the "correctness" of the data.



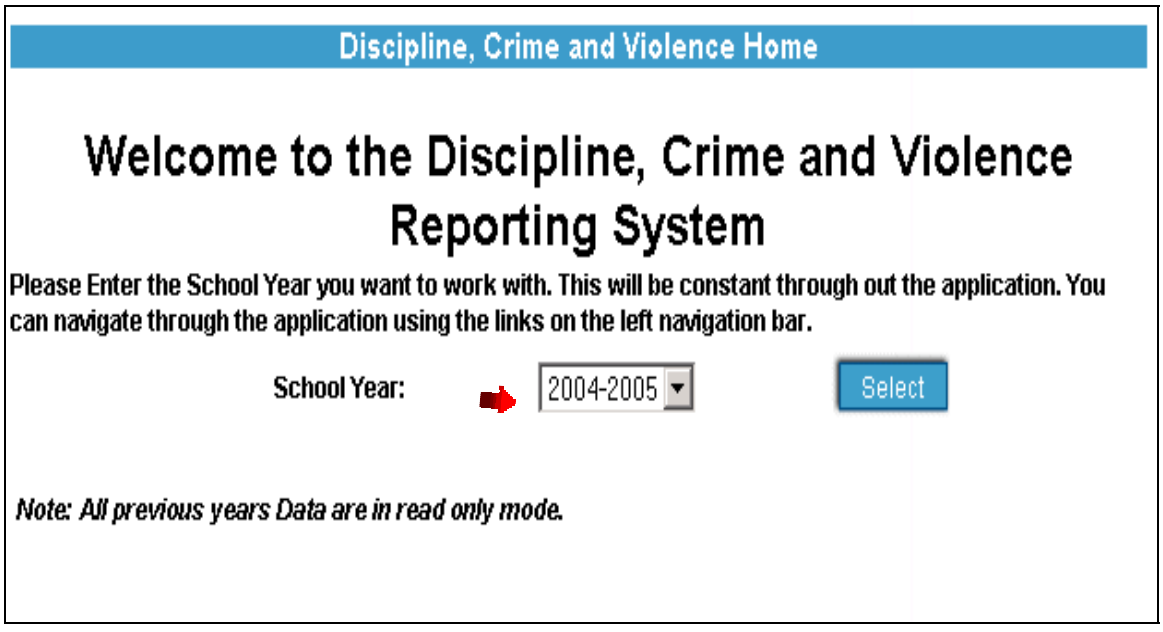
E. Division File Submission Method

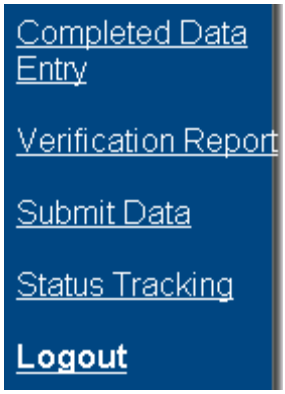
Basic Process to follow for file Submission Method

This method will only be done at the division level. No school will be submitting a file of data. This method will involve creating a tab-delimited file with a header, Record A, and a record count at the end of the file. This method may be used as an ongoing process of submission up to the final due date. For 2008-09, data, the due date is July 31, 2009. A tab-delimited file may be submitted every month or every nine weeks. At the very least the file should be submitted every semester. This will allow for checks and balances of all data. All information is entered in the division's data collection system and all information is corrected in the division's data collection system. In order for data to be evaluated for errors, each school may be given a user logon and password by the division account manager for the VDOE SSWS system. After the tab delimited file has been submitted by a designated division person and is successful, the schools may be notified and check their individual school's data for accuracy. If any edits are necessary, they MUST me made in the division's data collection system NOT VDOE's web application. This process may be done every nine weeks or monthly.

Procedure for Submitting File

- File must be in tab-delimited format.
- Log on to the SSWS and go to Student Discipline at the division level.
- Select the correct year.



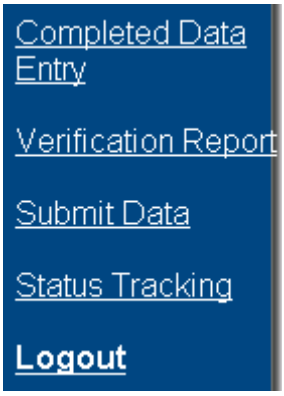


- Click the Submit Data link.
- Browse for the file and click Submit.
- If the file passes this phase, click the Status Tracking link.
- If there are any edit check errors, they must be corrected.

- When the file reads "Successful" or "Warnings-Successful," the individual schools will be able to do (1) generate a verification report to check for errors or (2) go to the Completed Data Entry link to finalize the report.

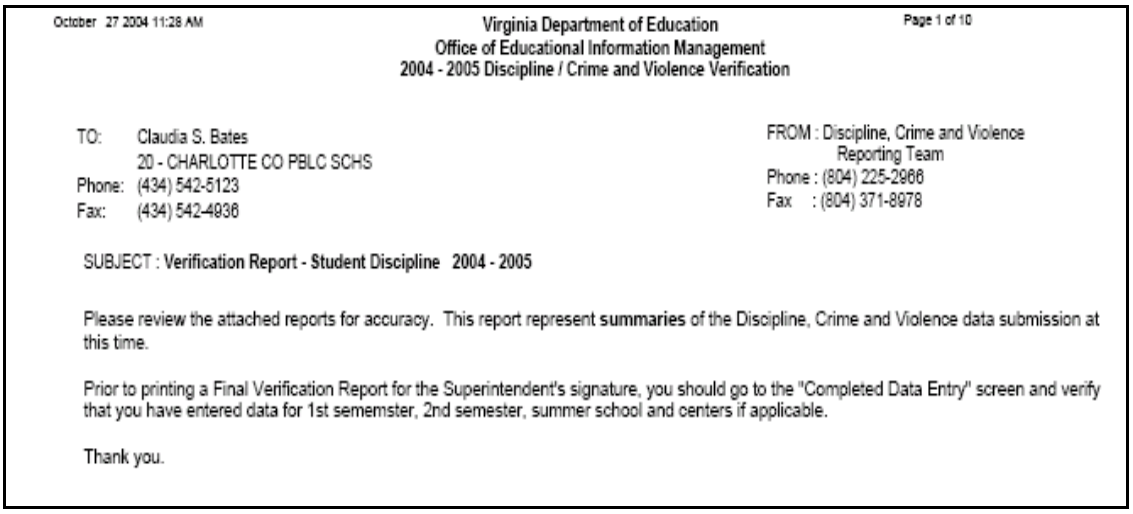
SMF File Type	Upload Status	File Upload Date
DISCIPLN	Warnings - Successful	08/19/2004 01:47 PM
DISCIPLN	Failed	08/19/2004 01:29 PM
DISCIPLN	Failed	08/19/2004 01:22 PM
DISCIPLN	Successful	09/08/2003 09:06 AM
DISCIPLN	Failed	09/04/2003 01:27 PM

- The user may click on the "Successful," or "Warnings – Successful" which is a link to access the Completed Data Entry form. After the form is completed by answering the questions that appear, click Save.
- If a new set of errors is generated upon the completion of the Completed Data Entry form, theses must be edited before the verification signature page can be generated. After the data has been verified and corrected, the Completed Data Entry form must be answered again before the verification report with the signature page can be generated.



Procedure for Editing Submitted Data

At the division level, a verification report may be generated at any time by going to the link Verification Report. This report will appear without a signature page. It may be generated after each submission (i.e. every nine weeks) to check for errors. Any modifications must be made in the division's data collection system. When resubmitting the data, the new file will overwrite the previous file.



October 27 2004 11:28 AM — Virginia Department of Education — Page 1 of 10

Office of Educational Information Management

2004 - 2005 Discipline / Crime and Violence Verification

TO: Claudia S. Bates
20 - CHARLOTTE CO PBLC SCHS
Phone: (434) 542-5123
Fax: (434) 542-4936

FROM : Discipline, Crime and Violence Reporting Team
Phone : (804) 225-2966
Fax : (804) 371-8978

SUBJECT : **Verification Report - Student Discipline 2004 - 2005**

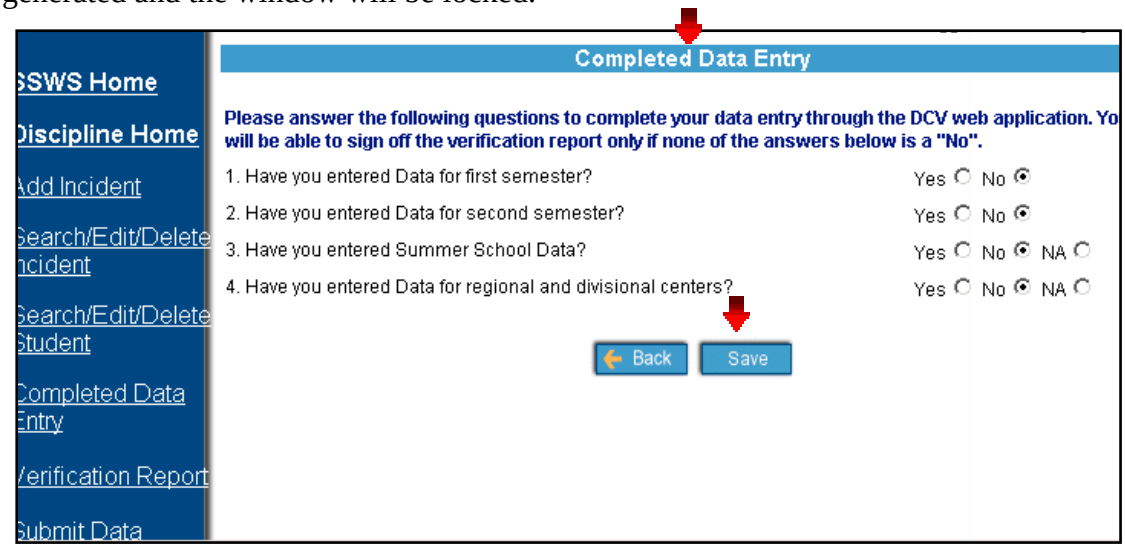
Please review the attached reports for accuracy. This report represent **summaries** of the Discipline, Crime and Violence data submission at this time.

Prior to printing a Final Verification Report for the Superintendent's signature, you should go to the "Completed Data Entry" screen and verify that you have entered data for 1st sememster, 2nd semester, summer school and centers if applicable.

Thank you.

Procedure for Final Submission of Data

Final submission of data will involve an entire year of data and based on the start date that is given by your division in the Web School and Staff Application. The data includes the entire school year, and all Regional Center data. When all data have been completed, the steward of the data will go to the link Completed Data Entry and complete the questions. If all information is complete and the questions are answered with yes or NA appropriately, click the Save button. This will notify the division that a final verification report with the signature page will be generated and the window will be locked.



THE REPORTING OF DATA FOR THE REGIONAL CENTERS OR PROGRAMS

Incidents at Regional Centers and Programs

Data for students who are involved in incidents of discipline, crime, and violence that occur in the regional centers and programs are to be reported to the Virginia Department of Education. These centers and programs include the regional Governor's schools, regional special education centers and programs, regional career and technical education centers and regional alternative education centers and programs. (Reference Informational SUPTS. MEMO NO. 245, December 3, 2004)

Prior to the 2006-2007 school year, the school division of the enrolled student had to report the incidents that occurred at the regional center or program.

Beginning with the 2006-2007 reporting year, two reporting strategies have been provided for the reporting of the DCV for the regional centers or programs:

1. Regional centers or programs may transfer data to the division where the student is enrolled and have the division enter the data.

2. The regional centers or programs may enter the data into the Single Sign-on for Web Systems (SSWS) Web site that has been specifically designed for the regional centers using two methods:

    a. Log on to the SSWS Web site and enter each incident record-by- record.

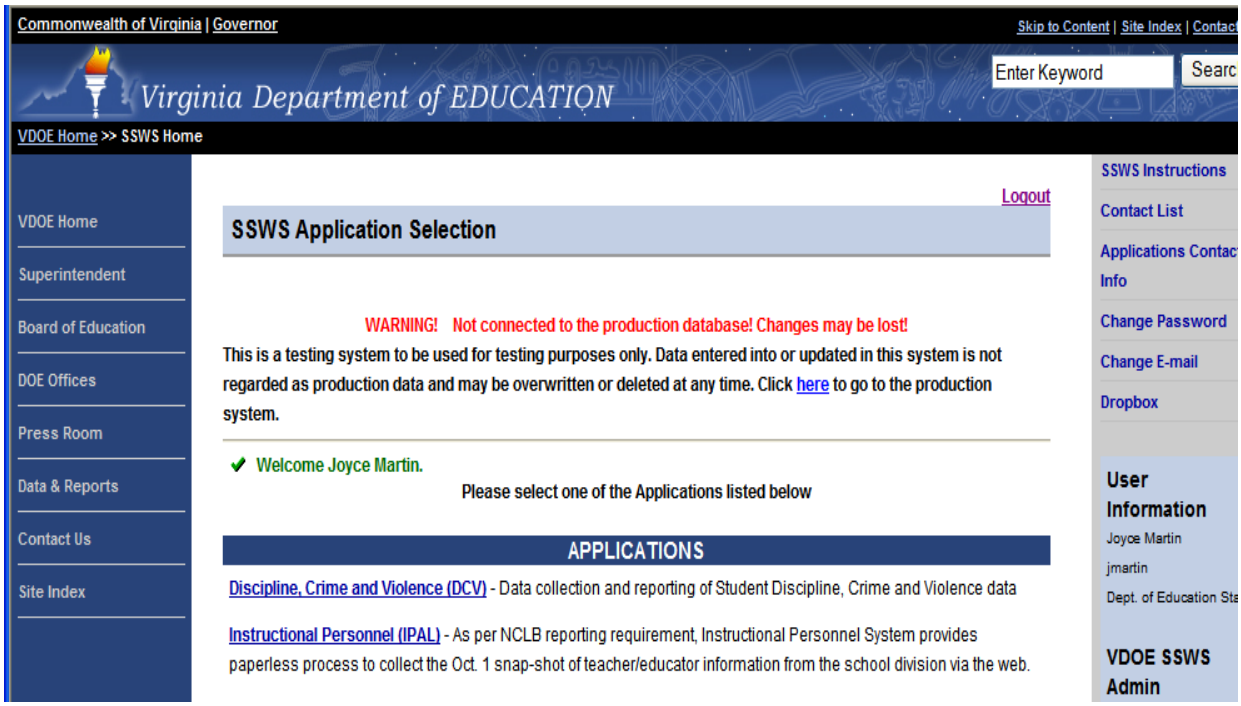
    b. Create an excel spreadsheet that will be converted to a tab delimited file for submission to SSWS.

Single Sign-On for Web Systems (SSWS) Submission for the Regional Centers or Programs

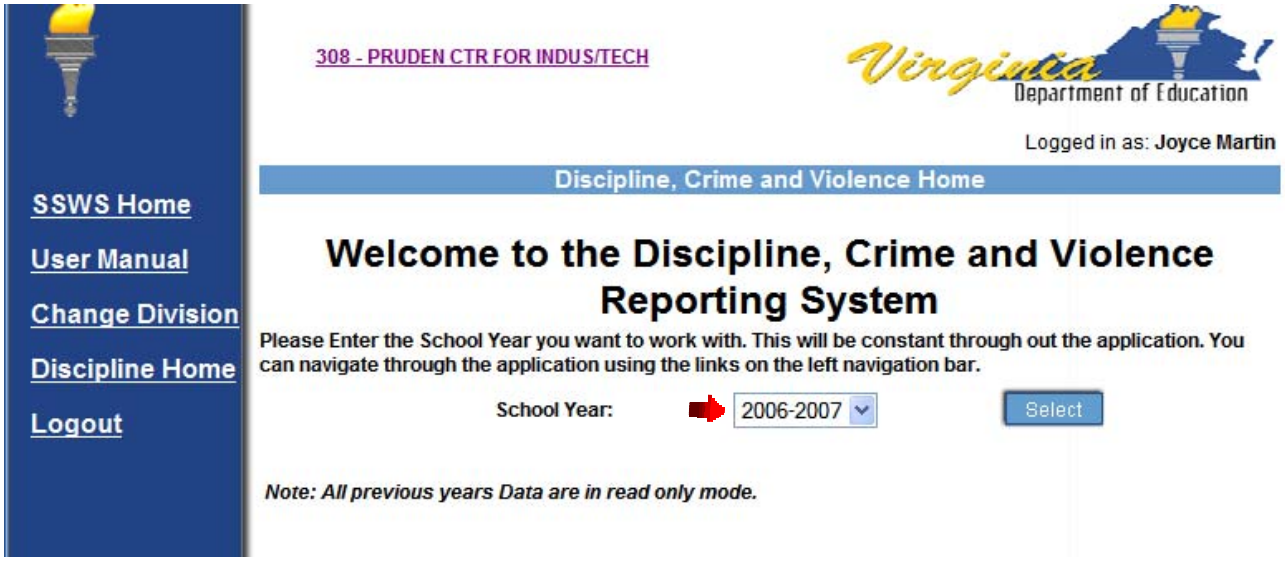
The Single Sign-on for Web Systems (SSWS) is a portal through which school division and regional center or program personnel may access many of the VDOE data collection processes and other applications. There are two levels of access—school level and division level. The levels of access will depend upon the rights allocated to the user by the school division's or the regional center or program's account manager. The school division or the regional center or program must designate a staff member to be the SSWS for the division or center. The Account Manager in each division or regional center or program is assigned the duties of maintaining the user accounts and granting access to the VDOE applications.

Personnel of the regional centers or programs who need to establish a SSWS account in order to submit the DCV data should refer to the SSWS User Guide at the web site: https://p1pe.doe.virginia.gov/ssws/sswswebapp/jsp/common/SSWS_User_Guide.pdf

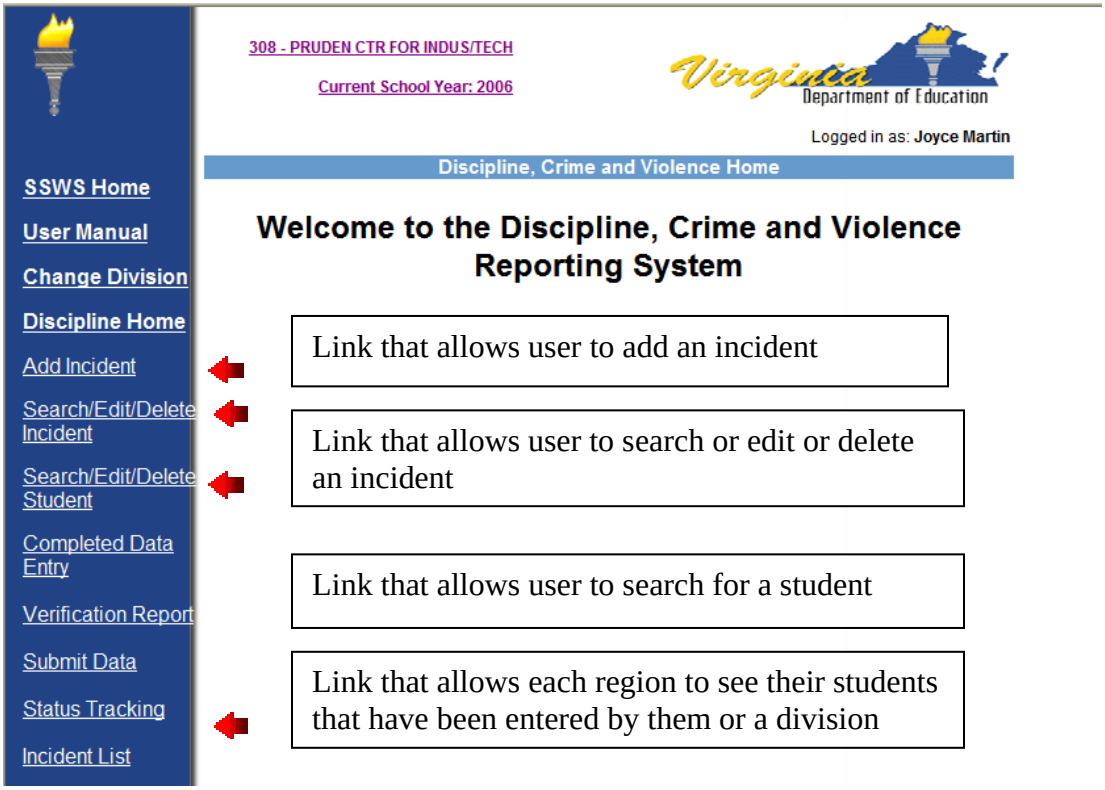
After logging on to the SSWS Web, the user will come to the SSWS application selection. Click on the *Discipline, Crime, and Violence (DCV)* link.



After clicking on the DCV link, the user will come to the following screen where the school year must be selected.

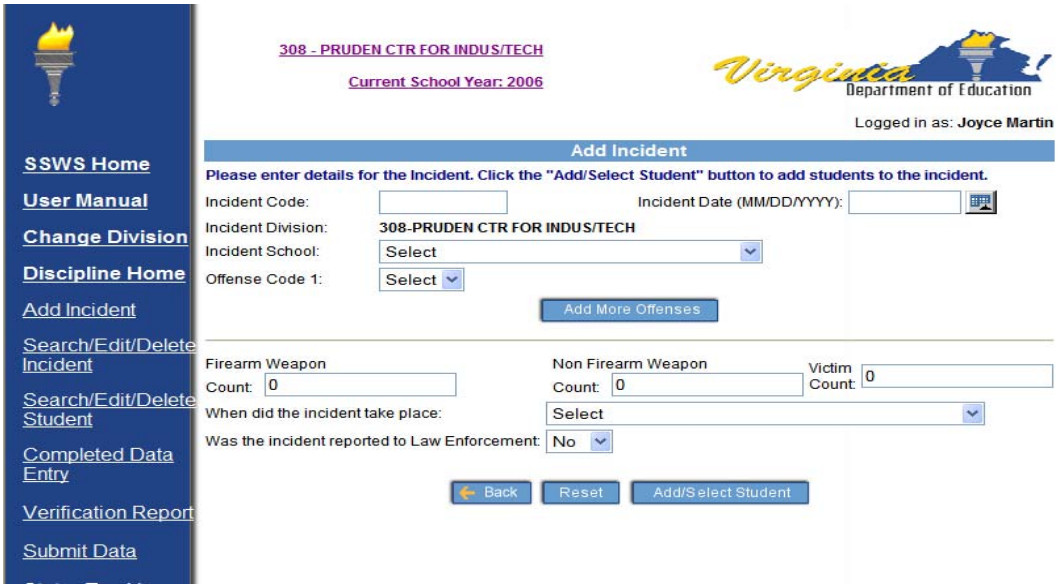


After the school year has been selected, a data entry screen will open for the user to select various links. Each record may be manually entered or a tab delimited file may be submitted through the *Submit Data* link.



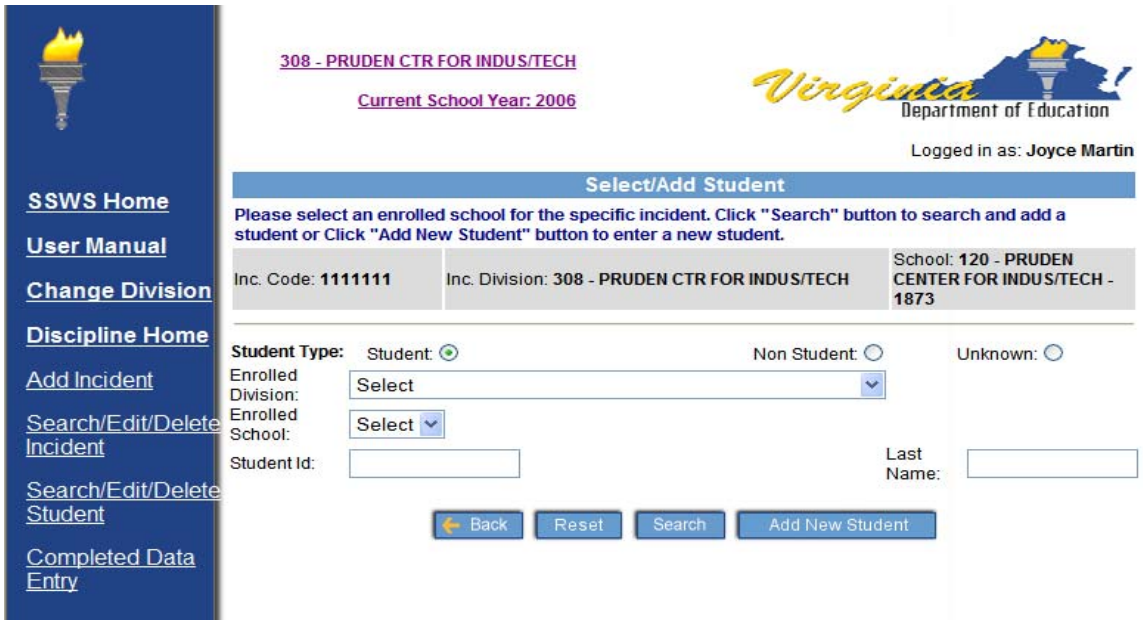
Entering Data into the Web Application

When adding an incident, click on the *Add Incident* link and you will open the following screen:



Please note that when logging on to a specific regional center, the Incident Division will automatically be selected. In order to create a record, the user must complete all the *Add Incident* data (incident school, offense code(s), when the incident took place, law enforcement indicator and firearm weapon, non-firearm weapon and victim count, if applicable). When this information is complete, the user should click on the *Add/Select Student* button to continue.

The *Select/Add Student* screen will open. Continue entering the student data to the record. Upon competition of this screen, the user should click on the *Add New Student* button.



Please note that the *Select/Add Student* screen displays the incident code, the incident school division and the incident school entered in the previous screen (highlighted in gray) for the user.

Student demographic information that is entered in the Student Information screen (see p. 53) in the *Web Application Submission Method section* of the User Guide) will come from the enrolled school division. Student demographic information is the following:

a. Student Identification Number
b. Gender
c. Race
d. Special Education disability code
e. Grade
f. Date of birth

g. Enrolled school division (the school division where the student's home school or school of origin is located)
h. Enrolled school (the home school or school of origin where the attendance of the student is maintained)
i. Limited English Proficiency (LEP) status
j. Last Name (optional)
k. First Name (optional)
l. Middle Name (optional)

For the regional centers or programs, data that will be entered in the *Add Offense* and the *Complete Add Incident* screens for the DCV web application will follow the same steps as for the school divisions (see pp. 54-55) in the *Web Application Submission Method section* of the User Guide)

Tab-Delimited File Submission

The process to follow for the tab-delimited file submission method may be found on page 29 of the online DCV User Manual at the following URL:

https://p1pe.doe.virginia.gov/dcv/disciplineUserManual.pdf

Please note that the header record and the A record in the tab-delimited file should reflect the school division number that is assigned to the regional center or program.
The regional header record 'A' record should be as follows:

SenderId=three digit for the regional division no.
Create Date=same as always
CreateTime=same as always
EMAIL= same as always
~~
DATATYPE=DISCIPLN
~
ADISCIPLN2008XXX (XXX= the three digit for the regional division)

The online DCV User Manual is available to explain procedures that might arise when working with the Web Submission. Some of these areas are:

Procedure	**Page No.**
Procedure for entering an incident from another division or school	16
Procedure for searching an incident	17
Procedure for editing or searching for a specific student	17
Procedure for deleting student linked to incident	17
Procedure for deleting a student from with multiple student offenders	18-20
Procedure for linking the student data to the incident data	21-27

Additional Reports and Edit Checks for the two Reporting Strategies

School divisions and the regional centers must contact one another to discuss which reporting strategy will be used for reporting the DCV data for the regional centers or programs. It is recommended that only one reporting option be used for submitting and reporting the regional center or program data to VDOE. VDOE has established reports of incidents that occurred at the regional centers and edit checks for duplicate reporting of incidents at the regional centers in the DCV application.

Reference Section

Protocols for Submission and Resubmission of Discipline, Crime, and Violence Data

These guidelines are designed to provide consistency and accuracy in the submission and resubmission of data for the Discipline, Crime, and Violence Report. They are to be used only by those school divisions who feel that their data has been mistakenly entered, or if a database error has occurred.

Protocol for Submission

- The Web submission process will begin August 1, 2008.
- If an extension is necessary, the division must contact VDOE before the window of submission closes.
- The closing date for Web submission will be **July 31, 2009 .**
- The division may submit data as many times as necessary, as long as the Web site is still open and the verification report has NOT been signed by the division superintendent.
- Upon successful receipt of the data by VDOE, the local school division can generate and print a verification report.
- Each division has a window of five (5) business days to revise and resubmit their data before signing and faxing the verification report to VDOE.
- The "Safety Information Verification for Persistently Dangerous Schools" page may generate an "Alert" indicating that a school will be cautioned. If this "Alert" appears, a second signature will be necessary.
- The division must fax the signed verification page(s) to VDOE within five (5) business days after submission.
- Upon receipt of the signed verification report by VDOE, the school division's submitted information is final.

Protocol for Resubmission After VDOE Has Contacted the Division Concerning Questionable Data

- If the Web site has closed and the verification report has been signed and submitted, the following procedure must be followed:

- The division superintendent must e-mail or fax the Assistant Superintendent of Special Education and Special Services at VDOE stating the changes to be made and the reason(s) for the changes.

- The division superintendent must make a phone call or send an e-mail to the Data Administration Specialist for the Discipline, Crime, and Violence Report providing a detailed summary of intended changes and requesting that the Web site be opened.

- Please note that the resubmission must be in the same electronic data format as the original submission.

- After the Web submission is successful, the school division must regenerate a new verification report, have it signed by the division superintendent, and fax it to VDOE.

Protocol for Resubmission of Final Data Less Than One Year Old Initiated by LEA

- If the Web site has closed but the verification report has not been signed, the division may send an e-mail request for an extension.

- If the Web site has closed and the verification report has been signed and submitted, the following procedure must be followed if the final information is less than one year old.

    - The division superintendent must e-mail or fax the Superintendent of Public Instruction requesting a resubmission of data and stating the changes to be made and the reason(s) for the changes.

    - Upon approval of a resubmission by the Superintendent of Public Instruction, the division must phone the Data Administration Specialist for the Discipline, Crime, and Violence Report to provide a detailed summary of intended changes and to request that the Web site be opened.

    - Please note that the resubmission must be in the same electronic data format as the original submission.

    - After the Web submission is successful, the division must regenerate a new verification report, have it signed by the division superintendent, and fax it to VDOE.

Protocol for Automatic Caution Offenses

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF EDUCATION
P.O. BOX 2120
RICHMOND, VIRGINIA 23218-2120

SUPTS. MEMO NO. 51
September 24, 2004

ADMINISTRATIVE

TO: Division Superintendents

FROM: Jo Lynne DeMary
Superintendent of Public Instruction

SUBJECT: Persistently Dangerous Schools: Notification Procedure for Category I Incidents

The federal *No Child Left Behind Act of 2001 (NCLB),* Title IX, Section 9532, requires each state receiving funds under the act to establish and implement a statewide Unsafe School Choice Option Policy. Specifically, the requirement states:

SEC. 9532. UNSAFE SCHOOL CHOICE OPTION

(a) UNSAFE SCHOOL CHOICE POLICY- Each state receiving funds under this Act shall establish and implement a statewide policy requiring that a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.

The purpose of this memo is to provide information about a revised reporting process to be followed related to the identification of persistently dangerous schools required by *NCLB.* On April 29, 2003, the State Board of Education approved the *Process and Criteria for Identification of Persistently Dangerous Schools.* This information was provided to school divisions under SUPTS. MEMO NO. 86, May 9, 2003.

The approved plan establishes three categories of offenses and assigns either an absolute threshold or point value to each category. Schools accumulate points when these incidents occur. Each school has a point threshold for Category II and III offenses that when exceeded, places the school in either a "cautioned," "probationary," or "persistently dangerous" status. For Category I offenses, no points are assigned. A minimum of one incident in this category per school year, regardless of school size, exceeds the threshold for that year.

Category I incidents include homicide, sexual assault offenses, and the use of a bomb or explosive device. Category II incidents include assault with a firearm or other weapon, malicious wounding without a weapon, actual and attempted robbery, aggravated sexual battery, and kidnapping/abduction. Category III incidents include illegal possession of controlled drugs and substances with intent to sell or distribute and illegal possession of a handgun, rifle/shotgun, projectile weapon, bomb or other firearms.

Discipline, crime, and violence data are reported to the Department of Education at the conclusion of the school year. For example, the 2003-04 school year data are required to be reported no later than September 2004 (Reference SUPTS. MEMO NO. 58, October 24, 2003). Consequently, reporting this information is always a year behind the current school year. Because of this time delay in reporting, there is a new process for school divisions to report any Category I offenses when they occur in order to immediately identify a school when it becomes "cautioned," "on probation," or "persistently dangerous" because of the incident.

Category I offenses are to be reported within 10 working days to the Department of Education after occurrence. The reports may be made from the department's Discipline, Crime, and Violence reporting Web site at

http://www.doe.virginia.gov/VDOE/Publications/Discipline/datacoll/2008-2009/03coll.html

This Web page will provide the link to the notification form that will be completed by the school division within 10 days after a Category I offense occurs. A copy of the form is included as Attachment A.

The division superintendent will be notified by the State Superintendent of Public Instruction that an identified school within the division will receive a written notification of its status for a period of one year from the date of the incident. In keeping with the procedures originally outlined in SUPTS. MEMO NO. 86, the school must develop or review its corrective action plan (CAP) to increase safety in the school environment and to reduce the number of incidents. The plan also must include the periodic review of school crime and violence data through the year by school officials. The CAP will be due to the Department of Education within 20 working days from the date of the original incident.

The reporting process will still include the discipline, crime, and violence reports that are sent to the Department of Education. The new procedure does not change the reporting process that takes place at the end of the school year.

Questions regarding the submission of this report may be directed by e-mail to: discipln@doe.virginia.gov or to Joyce Martin at 804-225-2966.

JLD/AJC/jjm
Attachment

Commonwealth of Virginia
Department of Education
P.O Box 2120
Richmond, VA 23218

Automatic Caution Notification Form

Note: This form provides an official notification to the Department of Education that a Category I "Automatic Caution" incident has occurred.

Division Name_____**Division No.**_____

Incident School Name_____ **Incident School No.**_____

Date of Incident_____ **Incident No.**_____

Student ID	**Offense Code Violated**	**Sanction**	**Days**
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____**Date**_____
Signature of Superintendent

Fax to 804-786-9769
Within 10 days of a Category I Incident

Glossary of Discipline, Crime, and Violence Data Reporting Terms

NOTE: The following terms used in DCV data collection and reporting are divided into the categories to which they are related: DCV Reporting, DCV Data Elements, DCV Edit Checks, and DCV General Terms.

GLOSSARY	
DCV Reporting Terms	
Incident	An incident is the event itself (such as a fight) that may involve one or more student offenses.
Offense	The offense is the behavior exhibited by the student or students involved in the incident (such as assault/battery without a weapon). Up to three offenses per incident may be used. The first offense listed is considered the primary offense.
One Incident, One Report	One incident may involve one student or more than one student. Do not create a new incident number for each student. Use the same incident number for each student involved in the same incident.
One Incident, Several Offenses	If more than one offense is part of a single incident, report both the single incident and multiple offenses.
Incident-Based Reporting	All data collected shall reflect incident-based reporting. For example, a fight is a single incident that will involve several students and several offenses. Assign the incident number when the incident occurs, not during the database extraction stage.
Incidents at Off-Campus, School-Sponsored Events	When a student is involved in an incident occurring off-campus at a school-sponsored event, report that incident. The student may be either a perpetrator or a victim. The student's enrolled school or enrolled division is responsible for reporting the incident using the incident school and incident division number to refer to where the incident occurred. If the incident occurred on non-school property, the enrolled school would become the incident school.
Incidents on School Grounds 365 days/24 hours/7 days a week	Report all incidents occurring on school grounds 365 days year/24 hours a day. This includes all public school property serving students in any or all grades, PK-12. Report incidents whether or not the offender is an enrolled student. Any incident occurring after school hours and not at a school-sponsored event will not count against the incident school towards persistently dangerous threshold points.
Incidents in Division or Regional Centers/Programs	Report all incidents occurring in alternative education settings (whether a school, center, or other), Governor's School, special education or a career/technical school/center. If a regional center has an incident, the "incident division" number would be the regional center number. The "incident school" number would be the school number for the regional center. See Reference Table VIII. Regional Centers Codes.

GLOSSARY	
Incidents on School Transportation	Report all incidents occurring on any school transportation, including bus transportation to and from school and other transportation that may be used to and from school-sponsored events.
Incidents Resulting in a Sanction "99"	Report these incidents requiring a required code regardless of sanction. See Reference Table I.
Incidents Resulting in Suspension or Expulsion	Report all incidents requiring an optional code if the sanction results in a suspension or expulsion. See Reference Table I.
Time Period	Collect DCV data for a 365-day period beginning with June 20, 2008 and ending June 19, 2009.
Primary Offense	The most important offense responsible for the students' receiving disciplinary sanctions should be listed as Offense Code 1.
Shared Incident Codes	Report an incident involving several students from different enrolled schools with one incident code. This code must be shared between schools or even divisions. The enrolled school will be the reporting school. The incident school is where the incident happened.
DCV Data Elements	
Record Type	The record type for all records is "B."
Student Identifier	A unique identifier locally assigned within a school to provide confidential identification of a specific student. Use this student identifier throughout the report even if the student is involved in multiple incidents or transfers from one school to another within the division.
Non-Student Identifier – NS	If the offender is not enrolled in any Virginia public K-12 schools, report the individual as a non-student.
Unknown Identifier UN	If an incident occurs and the offender is not known, indicate an unknown individual.
Enrolled Division Number	Report the state-assigned three-digit division number for the school division where the student is officially enrolled.
Enrolled School Number	Report the state-assigned four-digit school number for the school where the student is officially enrolled. The school where the student is enrolled should report the incident. Schools not listed on the Fall Membership Report will not be accepted.
Incident Division Number	Report the state-assigned three-digit division number for the school division where the incident occurred.
Incident School Number	Report the state-assigned four-digit school number for the school where the incident occurred.
Grade	Report a student's enrolled grade at the time of the incident according to the codes provided in Reference Table IV: Grade Level Codes.
Disability Code	Identify students with disabilities according to the two-digit number listed in Reference Table V: Disability Codes. 504's are listed and should be reported but are not included in the IDEA reporting.

GLOSSARY	
Student's Date of Birth	Enter the date of birth (up to age of 22) for all students as mm/dd/yyyy. Leave date of birth blank for non-students and unknown offenders.
Racial/Ethnic Code	Report the racial/ethnic category from Reference Table VI: Racial/Ethnic Codes to describe the group to which a student belongs. Use the category that most closely reflects the individual's recognition in the community to report students of mixed racial and/or ethnic origins. The racial/ethnic code is required for all students, but it may be left blank for non-students or unknown offenders**.**
Gender	Use the gender code of **F=female** and **M=male**. Leave blank for non-students and unknown offenders.
Incident Date	Enter the date that the incident occurred as mm/dd/yyyy. The date is required for reporting all incidents.
Incident Code	This is a unique code of not more than ten characters, locally assigned within a school to identify a special incident. Use one code on the report for all students involved in a particular incident. This is one of the key fields linking incident records to student records. If multiple students were involved in a specific incident, all students would be assigned the same incident code. Fighting incidents always involve two or more students. An offense code for fighting will generate multiple records with the same incident code. However, if the same student has more than one offense on different dates, use a different incident code for each incident.
Primary Offense Code-Offense Codes 2 and 3	Report all required offenses listed in Reference Table I, for which a student is suspended or expelled under local guidelines. For the majority of students, there is only one offense reported (Offense Code 1). Offense Code 1 is considered a primary field that indicates that this offense perpetrated the sanction. There are spaces for two more offense codes (Offense Code 2 and Offense Code 3), if needed.
Number of Firearms Confiscated	Report the number of firearms that are confiscated. If a firearm is confiscated but cannot be linked to a specific student, report the number of firearms for this incident with a student identifier of UN for unknown. Report zero (0) if no firearms are confiscated. If only one firearm is confiscated when there are multiple students involved, the count should be reported for only one of the students.
Number of Non-Firearms Confiscated	Report the number of non-firearm weapons confiscated. If a weapon (non-firearm) is confiscated, but it cannot be linked to a specific student, report the number of non-firearm weapons for this incident with a student identifier of UN for unknown.
Final Division Discipline or Sanction	"Discipline Sanction" defines the total days of discipline assigned to the student for his/her particular offense. Keep in mind that Offense Code 1 is the primary offense. If the student has violated a required code but the sanction is 99, (no days suspended or expelled), this incident is still recorded. See Reference Table III: Sanctions/Days Codes.

GLOSSARY	
Number of Days Suspended or Expelled	Report the number of days suspended or expelled for all students in violation of a required offense. The total days must be in direct correlation to the sanction code. See Reference Table III: Sanctions/Days Codes.
Number of Victims	A victim is the recipient of an offensive act that may be criminal in nature and usually relates to personal crimes. Report the number of victims as a result of an incident i.e., (01). List the number of victims on only one student record or distribute among offenders where applicable, if there are multiple victims. Report zeroes (00) if there were no victims. See Reference Table IX: Offense Codes Requiring Victim Counts.
Alternative Placement	An alternative education program may be any program for students not enrolled in the regular school environment, such as students at risk for dropping out, students who have been expelled from their regular classes, or students who are undergoing outpatient treatment for drug use. Place **Y** for yes or **N** for no to indicate if the student was placed in an alternative education program as a result of this incident. Do not leave blank.
Expulsion	Expulsion means that a student will not be allowed to return to school for up to 365 days or permanently, as determined by the local policy. Place **Y** for yes or **N** for no to indicate whether or not disciplinary action for this student included permanent expulsion. Do not leave blank.
Time Element	This field is necessary so that the time of an incident may be tracked according to whether it occurred during the school day, during a school activity, at a non-school activity, or in transit. See Reference Table VII: Incident Time Element Codes.
DCV Edit Check Terms	
Alpha/Numeric	Alpha/numeric refers to data that may be entered with either alphabetic letters or numbers or both.
Invalid Date	The date entered is either in the incorrect format or the date does not make sense to the correct year, day, or month.
Invalid Offense Code	The offense code must meet the criteria that have been established for previously entered data. (i.e., A disorderly conduct offense code cannot go with a confiscated weapon entry.)
BA1 and BA3 Offense Codes	Battery BA1 and BA3 with a weapon must also have a weapon offense code (i.e., WP5).
Invalid Final Sanction	The sanction chosen does not correspond with total days chosen as a match for both sanction and day. (i. e., Sanction 2 = 1—10 days).
Duplicate Incident with Different Incident Dates	When using the same incident code, the same date of the incident must apply to each time the incident code is used with a different student.
Duplicate Offense Code	Duplicate offense codes can only be generated if the required three digit codes are used more than once within the same category as different offenses. Now that all subcategories have been changed to three digit codes no duplication will occur if the three digit subcategories are used like separate codes. This will not give you a data error

GLOSSARY	
Reporting to Law Enforcement	When reporting to law enforcement, the "Y" applies to the incident not the student. All students within one incident must be either "Y" or "N"; these cannot be mixed.
Same Student ID with Different Race	The same student is listed with different incidents; however, the race assigned to the student changes. Once the category is established, it must remain.
Same Student ID with Different Grades	The same student is listed with different incidents; however, the grade assigned to the student changes. Once the category is established, it must remain.
Same Student ID with Different Date of Birth	The same student is listed with different incidents; however, the date of birth assigned to the student changes. Once the category is established, it must remain.
Same Student ID with Different Disability	The same student is listed with different incidents; however, the disability assigned to the student changes. Once the category is established, it must remain.
Same Student ID with Different Gender	The same student is listed with different incidents; however, the gender assigned to the student changes. Once the category is established, it must remain.
DCV General Terms	
Regional Center/Program	A regional center/program is a non-graded center or program that serves more than one division.
Tab-Delimited	This is a text file that is created in a specified layout that can be read by Oracle
Oracle	The type of database that is used by VDOE to store data.
Field	A field is a category of data.
Record	One record is one line of data.
Data Collection System	The system that is used by the division to collect their data.

SAMPLE DISCIPLINE DATA FORM
2008- 2009

Date ___/_____/_____**Student Number**_____**Incident Number**_____ **Grade**_____ **Referred By** _____

Student Name _____**DOB**___/___/___ **Enrolled Div. No.** _____ **Enrolled School No.** _____**Off. Date** _____/_____/____
Last **First**

Incident Div. No.._____ **Incident School No.** _____ **Parent Contacted (Telephone/Time)**_____ **Location of Infraction**_____

Offense Code [ ] [ ] [ ] Primary Off. 2 Off. 3

Sanction_____ **Days** _____ **LEP** _____ **Race** _____ **Gender** _____
Firearm _____ **Non Firearm**_____ **Law** _____ **Victim** _____ **Alt. Placement** _____

Special Edu. [ ]

Special Education Codes: **01**-MR; **02**-SD;**03**-MD; **04**-OI; **05**-VI; **06-HI; 07**-SLD; **08**-ED; **09**-SLI; **10**-OHI; **12**-DB; **13**-Aut; **14**-TBI; **15**-504; **16**-DD

Time [ ]

Time Elements: 01-During school day; **02**-School sponsored event **03**-Non-school sponsored event; **04**-In transit

LEGEND – Law Enforcement | Suspension and expulsion only | * Persistently dangerous | New Code

Alcohol
AL1 or AC1. Alcohol Use
AL1. or AC2. Alcohol Possession
AL1. or AC3. Alcohol Sale or Distribution

Arson/Actual/Attempted
AR1. or AS1. Arson Actual
AR1. or AS2. Arson Attempted
AR1. or AS3. Lighted Firecrackers/ Cherry/bombs/ Stink Bombs/ Contribute to a Damaging Fire

Assault/Battery
*BA1. Assault/Battery/Firearm or Other Weapon/Staff
BA2. Assault/Battery/No Weapon/Staff
*BA3. Assault/Battery/Firearm or Other Weapon/Student
BA4. Assault/Battery/No Weapon/Student
*BA5. Maliciously Wounding without Weapon

Attendance
A1T. Attendance - Violations of State, School Division or School Policy relating to Attendance

Bomb Threat/Terrorist/ Chemical/Biological
BB1. or BO1 Bomb Threat
BB1. or BO2 Chemical/ Biological Threat
BB1 or BO3 Terrorist Threat
BB1 or BO4 Setting off False Fire Alarm

Breaking and Entering/Burglary
BR1. or BK1. Burglary/Actual
BR1. or BK2. Burglary/ Attempted

Bullying
BU1. Bullying

Disorderly Conduct
D1C. Disrespect/Walking Away
D2C. Defiance/Refuses Request
D3C. Disruptive Demonstrations
D4C. Possession of Obscene/Disruptive Literature
D5C. Classroom/Campus Disruption
D6C. Obscene/Inappropriate Language/Gestures
D8C. Minor Insubordination

Drug Violations
D4G. Over the counter Med\Use
D5G. Over the Counter Med/Possession
D6G. Over the Counter Med Sale/Distribution
DR1. or DG7 Marijuana Use
DR1. or DG8. Marijuana Possession
DR1. or DG1. Schedule I & II Use
DR1. or DG2. Schedule I & II Possession
*DR4. or DG3. Schedule I & II Possession
* DR4. or DG9. Marijuana Sale/Distribution

Drug Violations Cont'd
DR5. or D10. Other Drug Use/Overdose
DR5. or D11. Other Drug Possession/ Paraphernalia Possession
DR5. or D12. Other Drug Sale/Distribution
DR2. or D15. Possession of Inhalants
DR2. or D16. Use of Inhalants
DR2. or D17. Substances Represented as Drugs (Look-alikes)
*DR4.or D19. Anabolic Steroid Sale/Dist.
DR1. or D20. Anabolic Steroid Use and Poss.
DR3. Medication

Electronic Devices/ Inappropriate Use
C1M. Beepers
C2M. Cellular Telephones
C3M. Other Electronic Devices

Extortion
EX1. or ET1. Extortion
EX1. or ET2. Attempted Extortion

Fighting/Conflict
FA2. Fighting/No or Minor Injury/Mutual Participation
F1T. Altercation/Confrontation/No Injury

Gambling
G1B. Gambling

Gang Activity
GA1. Gang Activity

Harassment
HR1. Harassment

Hazing
H1Z. Hazing

Homicide
*HO1. Homicide vs. Staff/Firearm
*HO2. Homicide vs. Student/Firearm
*HO3. Homicide vs. Staff/Other Weapon
*HO4. Homicide vs. Student/Other Weapon

Inciting a Riot
RT1. or RG1. Inciting a Riot
RT1 or RG2. Attempting to Incite a Riot

Kidnapping
*KI1. Kidnapping

Other Violations
S1V Inappropriate Personal Property
S2V Misrepresentation
S3V Other School or Code of Conduct Violation not otherwise included

Robbery/Person/Force or Threat of Force
*RO1. or RB1. Actual
*RO1. or RB2. Attempted

Stalking
ST1. Stalking

Sexual Offenses
SB1. Sexual Battery against Staff
SB2. Sexual Battery against Student
SX0. Sexual Harassment
SX1. Offensive Sexual Touching/Staff
SX2. Offensive Sexual Touching/Student
*SX3. Sexual Assault Staff/Rape
*SX4. Sexual Assault Student/Rape
*SX5. Attempted Sexual Assault/Staff/Rape
*SX6. Attempted Sexual Assault/Student/Rape
SX7. Sexual Offense w/out Force/Lewd Behavior/ Indecent Exposure
*SX8. Aggravated Sexual Battery/Student less than age 15

Technology Use Violations
T1C. Unauthorized Use of Technology or Information
T2C. Causing/Attempting to Cause Damage to Computer/ Hardware, Software/Files
T3C. Violation of Acceptable Use Policy
T4C. Violation of Internet Policy

Threats/Verbal/Physical
TI1. Threat/Intimidation vs. Staff/Physical/Verbal
TI2. Threat/Intimidation vs. Student/Physical/Verbal

Theft/No Force
TH1. or TF1. Theft/School Property
TH1. or TF2. Theft/Staff Property
TH1. or TF3. Theft/Student Property
TH1. or TF4. Possession/ Stolen Property
TH2. or TF6. Attempted Theft or Theft of Motor Vehicle

Tobacco Offenses
TB1. or TC1. Tobacco Use
TB1. or TC2. Tobacco Possession
TB1. or TC3. Tobacco Sale/ Distribution
T4B. Bringing Tobacco Paraphernalia to School/ School Event

Trespassing
TR1. Trespassing

Vandalism
VA1. or VN1. Vandalism of School Property
VA1. or VN2. Vandalism of Private Property
VA1. or VN3. Graffiti

Weapons
WP0. Pneumatic Weapon-BB, Pellet, or Paint ball Gun
*WP1. Weapon Handgun/ Pistol
*WP2. Weapon Shotgun/Rifle
W3P. Toy/Look-alike Gun to School/Event
W1P Possession of Ammunition
W2P Possession of Chemical Substance
*WP4. Weapon, Expels a Projectile
WP5. Knife to School/Event
*WP6. Possession of Explosive Device/Live Ammunition
*WP7. Use of Bomb or Explosive Device
*WP8. Zip Gun/Starter Gun/Flare Gun
WP9. Other Weapons
WT1. Taser
WS1. Stun Gun
W8P. Razor Blades, Box Cutter to School/School Event
W9P. Fireworks/Firecrackers/Stink Bombs at School/School Event

Sanction Codes
01 = Special Ed. in-School Suspension
02 = Short Term **(1 to 10 days)**
03 = Long Term **(11 to364 days)**
04 = Expulsion **(365 days)**
05 = Special Ed. Weapons and Drugs only **(1 to 45 days)**
06 = Special Ed. (VA Supreme Ct.)
07 = Used with Offense Codes WP1, WP2, WP4, WP6, WP7, WP8, DR1, DR4 **(0-364days)**
99 = Other than Suspension or Expulsion **(0 days)**

Racial/Ethnic Codes
00 Unspecified
01 Native/American/Alaskan
02 Asian/Pacific Islander
03 Black (Non Hispanic)
04 Hispanic
05 White (Non Hispanic)
06 Native Hawaiian

Codes Requiring Victim Count

BA1	HO1	SB1	SX6	TI1
BA2	HO2	SB2	SX8	TI2
BA3	HO3	ST1	TH1	H1Z
BA4	HO4	SX0	TF1	
BA5	HR1	SX1	TF2	
BU1	KI1	SX2	TF3	
EX1	RO1	SX3	TF4	
ET1	RB1	SX4	TH2	
ET2	RB2	SX5	TF6	

SX7- May or may not have victim.

Reference Table I
Offense Codes
2008-2009

The following table lists terms, definitions, and codes for offenses. The legal source or related statute is noted in the fifth column of the table. The following is a key to the abbreviations used in this column:

BOE Board of Education
Code of VA Code of Virginia
GFSA Gun Free Schools Act
NCLB No Child Left Behind Act of 2001
UMIRS Uniform Management Information and Reporting System
PDS Persistently Dangerous Schools
SDFSCA Safe and Drug-Free Schools and Communities Act
USC United States Code
VAC Virginia Administrative Code (from Standards of Accreditation)

Modification Persistently Dangerous **New Code** **Reference Notes**

NOTE: Offenses used as measures for determining NCLB's **"persistently dangerous schools"** designation are **shaded in gray**.

Offense Term	Definition	Reporting Codes	Disciplinary Reporting Requirements*	Source of Requirements or Related Statute	Reference Notes
Alcohol Use Possession Sale/ Distribution	Violating laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action.	AL1 Required to be reported to law enforcement	Required to be reported regardless of sanction	Code of VA §22.1-279.3:1(A) SDFSCA Report 20 USC § 7116 20 USC § 7161 UMIRS	**Sub-Categories** AC1 – Alcohol Use AC2 – Alcohol Possession AC3 – Alcohol Sale/ Distribution
Arson Actual Attempted	Unlawfully and intentionally damaging or attempting to damage any school or personal property by fire or incendiary device. Firecrackers, fireworks, and trashcan fires would be included in this category if they were contributing factors to a damaging fire.	AR1	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	**Sub-Categories** AS1 – Arson: Actual AS2 – Arson: Attempted AS3 – Lighted firecrackers, Cherry Bombs, or Stink-bombs that Contribute to a Damaging fire. Firecrackers or fireworks should be coded as W9P.
Assault/ Battery With Firearm or Other Weapon Against Staff	An actual offensive, forceful and violent and intentional touching or striking of a staff member against his or her will, intentionally causing bodily harm through the use of a firearm or other weapon.	BA1 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy Code of VA §18.2-57 §22.1-279.3:1(A & D) 8 VAC 20-560-10 8 VAC 20-131-270 SDFSCA Report 20 USC § 7116 20 USC § 7151 UMIRS	

Offense Term	Definition	Reporting Codes	Disciplinary Reporting Requirements*	Source of Requirements or Related Statute	Reference Notes
Assault/ Battery With No Firearm or Weapon Against Staff	An actual offensive and intentional touching or striking of a staff member against his or her will, intentionally causing bodily harm without the use of a firearm or weapon.	BA2 Required to be reported to law enforcement	Required to be reported regardless of sanction	Code of VA §22.1-279.3:1(A & D) 8 VAC 20-560-10 8 VAC 20-131-270 SDFSCA Report 20 USC § 7116 UMIRS	
Assault/ Battery With Firearm or Other Weapon Against Student	An actual offensive forceful and violent and intentional touching or striking of a student against his or her will, intentionally causing bodily harm with the use of a firearm or other weapon.	BA3 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy Code of VA §18.2-57 §22.1-279.3:1(A & D) 8 VAC 20-560-10 8 VAC 20-131-270 SDFSCA Report 20 USC § 7116 20 USC § 7151 UMIRS	
Assault/ Battery With No Firearm or Weapon Against Student	An actual offensive and intentional touching or striking of a student against his or her will, or mutual participation in a fight that intentionally causes bodily harm without the use of a firearm or weapon.	BA4 Required to be reported to law enforcement	Required to be reported regardless of sanction	Code of VA §22.1-279.3:1(A & D) 8 VAC 20-560-10 8 VAC 20-131-270 SDFSCA Report 20 USC § 7116 UMIRS	
Assault/Battery Malicious Wounding Without a Weapon	Maliciously causing bodily injury to a person (without a weapon) with the intent to maim, disfigure, disable, or kill.	BA5 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy Code of VA §18.5-51.2 SDFSCA Report 20 USC § 7116 8 VAC 20-131-270	
Attendance	Violation of state, school division, or school policy relating to attendance. Could include but not limited to: tardiness, skipping, or truancy.	A1T	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	

Offense Term	Definition	Reporting Codes	Disciplinary Reporting Requirements*	Source of Requirements or Related Statute	Reference Notes
Breaking and Entering Burglary	Unlawfully entering or attempting to enter a building or other structure with the intent to commit a crime.	BR1	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	**Sub-Categories** BK1 – Burglary: Actual BK2 – Burglary: Attempted
Bullying	Using repeated negative behaviors intended to frighten or cause harm. These may include, but are not limited to verbal or written threats or physical harm.	BU1	Required to be reported regardless of sanction	Code of VA §22.1-208.01(A)	
Disorderly Conduct/ Insubordinate	Unwillingness to submit to authority or refusal to respond to a reasonable request. Any act that intentionally disrupts the orderly conduct of a school function. Any behavior that substantially disrupts the orderly learning environment.	D1C D2C D3C D4C D5C D6C D8C	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	**Sub-Categories** D1C – Disrespect (walking away, etc.) D2C – Defiance (refuses requests) D3C – Disruptive Demonstrations D4C – Possession of Obscene or Disruptive Literature D5C – Classroom or Campus Disruption D6C – Using Obscene or Inappropriate Language or Gestures D8C – Minor Insubordination
Drug Violations Schedule I & II Anabolic Steroid Marijuana Use Possession	Violation of laws or ordinances prohibiting the manufacture, transportation, possession or consumption of marijuana, schedule I & II drugs, and anabolic Steroid-Use. Suspicion of being under the influence of marijuana may be included if it results in disciplinary action. Links to the Drug Control Acts: http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3446 (Schedule I) http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3448 (Schedule II) http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3466 (Definitions)	DR1 Required to be reported to law enforcement	Required to be reported regardless of sanction	Code of VA §22.1-279.3:1(A) 8 VAC 20-560-10 SDFSCA Report 20 USC § 7116 20 USC § 7161 UMIRS	**Sub-Categories** Schedule I & II Drugs / Marijuana/Anabolic Steroid-Use and Possession DG1 – Schedule I & II Drug Use DG2 – Schedule I & II Drug Possession DG7 – Marijuana Use DG8 – Marijuana Possession D20 – Anabolic Steroid/Use and Possession

Offense Term	Definition	Reporting Codes	Disciplinary Reporting Requirements*	Source of Requirements or Related Statute	Reference Notes
Drug Violations Inhalants Look-alikes Use Possession	Unlawfully using, cultivating, manufacturing, purchasing, possessing, transporting, or importing any inhalants or substances represented as drug look-alikes. Links to the Drug Control Acts: http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3466 (Definitions) http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-247 (Definitions)	DR2 Required to be reported to law enforcement	Required to be reported regardless of sanction	Code of VA §22.1-279.3:1(A) 8 VAC 20-560-10 SDFSCA Report 20 USC § 7116 20 USC § 7161 UMIRS	**Sub-Categories** Inhalants/Look-alikes Use, Possession D15 – Possession of Inhalants D16 – Use of Inhalants D17 – Substances Represented as Drugs (Look-alikes)
Drug Violations Prescription Theft Attempted Theft	Unlawfully taking or attempting to take the drugs prescribed for another. Links to the Drug Control Acts: http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-258.2 (Theft) http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3466 (Definitions)	DR3 Required to be reported to law enforcement	Required to be reported regardless of sanction	Code of VA §22.1-279.3:1(A)	
Drug Violations Schedule I & II Anabolic Steroid Marijuana Sale/Distribution	Unlawfully possessing with the intent to distribute, sell, or solicit any Schedule I or II drug, marijuana, or anabolic steroid. Links to the Drug Control Acts: http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3446 (Schedule I) http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3448 (Schedule II) http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3466 (Definitions)	DR4 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy Code of VA §18.2-248 §22.1-279.3:1(A) 8 VAC 20-560-10 SDFSCA Report 20 USC § 7116 20 USC § 7161 UMIRS	**Sub-Categories** Schedule I & II Drugs/ Marijuana/ Anabolic Steroid Sale/Distribution. DG3 – Schedule I & II Drug Sale/Dist. DG9 – Marijuana Sale/Distribution D19 – Anabolic Steroid Sale/Distribution
Drug Violations Schedule III-VI Use Possession Sale/Distribution Paraphernalia Possession	Unlawfully using or possessing with the intent to distribute, selling or soliciting any controlled drug or narcotic substance not specified in previous drug categories. Having equipment (paraphernalia) for use in consuming illegal drugs in one's pocket, bag, car, or locker. Links to the Drug Control Acts:. http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3450 (Schedule III) http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3452 (Schedule IV) http://leg1.state.va.us/cgi-	DR5 Required to be reported to law enforcement	Required to be reported regardless of sanction	Code of VA §22.1-279.3:1(A) 8 VAC 20-560-10 SDFSCA Report 20 USC § 7116 20 USC § 7161 UMIRS	**Sub-Categories** Schedule III-VI Drugs/Use/ Possession/ Sale/Distribution D10 – Other Drug Use/Overdose D11 – Other Drug Possession/ Paraphernalia Possession D12 – Other Drug Sale/Distribution

Offense Term	Definition	Reporting Codes	Disciplinary Reporting Requirements*	Source of Requirements or Related Statute	Reference Notes
	bin/legp504.exe?000+cod+54.1-3454 (Schedule V) http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3455 (Schedule VI) http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+54.1-3466 (Definitions) http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-265.1 (Paraphernalia)				
Drug Violations Over-the-Counter Use, Possession, Sale/Distribution	Unlawful use, distribution, sale, solicitation, purchase, possession, transportation, or importation of over-the-counter medication.	D4G D5G D6G	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	**Sub-Categories** D4G – Over-the Counter Medicine/Use D5G – Over-the-Counter Medicine/Possession D6G – Over-the-Counter Medicine Sale/Distribution
Electronic Devices	Using electronic devices that are deemed inappropriate in an educational setting.	C1M C2M C3M	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	**Sub-Categories** C1M – Beepers C2M – Cellular Telephones C3M – Electronic Devices
Extortion	Unlawfully obtaining or attempting to obtain something of value from another by compelling the other person to deliver it by the threat or eventual physical injury or other harm to that person or person's property.	EX1	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	**Sub-Categories** ET1 – Extortion ET2 – Attempted Extortion
Fighting With No Injury or Minor injury	Mutual participation in a fight involving physical violence, where there are no or minor injuries. These may include, but not be limited to, the following: scrape on body (e.g., knee, elbow, hand) or minor bruising.	FA2	Required to be reported regardless of sanction	8 VAC 20-131-270 SOA UMIRS	
Fighting/ Altercation	Confrontation, tussle, or verbal/physical aggression that does not result in injury.	F1T	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	

Offense Term	Definition	Reporting Codes	Disciplinary Reporting Requirements*	Source of Requirements or Related Statute	Reference Notes
Gambling	Making, placing, or receiving any bet or wager of money or other thing of value dependent upon the result of the game, contest, or any other event with an uncertain outcome.	G1B	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	
Gang Activity	Street gang means any ongoing organization, association, or group of three or more persons, whether formal or informal, that has as one of its primary objectives or activities to commit one or more criminal or non-criminal gang activities. This includes articles of clothing that symbolize association, rituals, or activities identified by groups of students.	GA1	Required to be reported only if sanction is suspension or expulsion	Code of VA §18.2-46.1-3 UMIRS	
Harassment, Non-sexual (Physical, Verbal, or Psychological)	Repeatedly annoying or attacking a student or a group of students or other personnel which creates an intimating or hostile educational or work environment.	HR1	Required to be reported regardless of sanction	SDFSCA Report UMIRS	
Hazing	Committing an act or acts against a student or coercing a student to commit an act that creates risk of harm to a person in order to be initiated into a student organization or class.	H1Z	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	
Homicide Against Staff With Firearm	Any death of a staff member resulting from the use of a firearm (other than accidentally self-inflicted or suicide).	HO1 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy Code of VA §Title 18.2 §22.1-279.3:1(A) 8 VAC 20-560-10 8 VAC 20-131-270 SDFSCA Report 20 USC § 711620 USC § 7151 GFSA UMIRS	

Offense Term	Definition	Reporting Codes	Disciplinary Reporting Requirements*	Source of Requirements or Related Statute	Reference Notes
Homicide Against Student With Firearm	Any death of a student resulting from the use of a firearm (other than accidentally self-inflicted or suicide).	HO2 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy Code of VA §Title 18.2 8 VAC 20-560-10 8 VAC 20-131-270 SDFSCA Report 20 USC § 7116 UMIRS	
Homicide Against Staff With Other Weapon	Any death of a staff member resulting from the use of a weapon (other than accidentally self-inflicted or suicide).	HO3 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy Code of VA §Title 18.2 VAC 20-560-10 8 VAC 20-131-270 SDFSCA Report 20 USC § 7116 UMIRS	
Homicide Against Student With Other Weapon	Any death of a student resulting from the use of a weapon (other than accidentally self-inflicted or suicide).	HO4 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy Code of VA §Title 18.2 VAC 20-560-10 8 VAC 20-131-270 SDFSCA Report 20 USC § 7116 UMIRS	
Inciting a Riot	Unlawful use of force or violence that seriously jeopardizes the public safety, peace, or order. Three or more people acting together.	RT1	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	**Sub-Categories** RG1 – Inciting a Riot RG2 – Attempting To Incite a Riot
Kidnapping	Unlawfully seizing, transporting, and/or detaining a person against his/her will, or a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage-taking.	KI1	Required to be reported regardless of sanction	BOE-PDS Policy Code of VA §18.2-47	

Offense Term	Definition	Reporting Codes	Disciplinary Reporting Requirements*	Source of Requirements or Related Statute	Reference Notes
Other Violations	Violations that are inappropriate for school behavior.	S1V S2V S3V	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	Sub-Categories S1V – Inappropriate Personal Property (i.e. Dress Code Violation) S2V – Misrepresentation (i.e. Lying, Cheating or Plagiarism) S3V – Other School Code of Conduct Violation Not Otherwise Included
Robbery	Taking, or attempting to take, anything of value owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear.	RO1	Required to be reported regardless of sanction	BOE-PDS Policy Code of VA §18.2-58 SDFSCA Report UMIRS	**Sub-Categories** Robbery (Using Force) RB1 – Actual Robbery RB2 – Attempted Robbery See also Burglary/ Theft
Stalking	Engaging in conduct directed at another person with the intent to place that person in reasonable fear of death, criminal sexual assault, or bodily injury.	ST1 Required to be reported to law enforcement	Required to be reported regardless of sanction	Code of VA §22.1-279.3:1 §18.2.60.3	
Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.	SX0	Required to be reported regardless of sanction	SDFSCA Report UMIRS	
Sexual Battery Against Staff	Sexual battery against a staff member involves in offensive or intentional threat, intimidation or ruse or physical helplessness of sexual abuse. Sexual battery is a Class I misdemeanor.	SB1 Required to be reported to law enforcement	Required to be reported regardless of sanction	Code of VA §18.2-67.4	
Sexual Battery Against Student	Sexual battery against a student member involves in offensive or intentional threat, intimidation or ruse or physical helplessness of sexual abuse. Sexual battery is a Class I misdemeanor.	SB2 Required to be reported to law enforcement	Required to be reported regardless of sanction	Code of VA §18.2-67.4	

Offense Term	Definition	Reporting Codes	Disciplinary Reporting Requirements*	Source of Requirements or Related Statute	Reference Notes
Sexual Offenses Against Staff Forcible Assault	Sexual penetration (e.g., oral, anal, or vaginal) against a staff member without consent.	SX3 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy Code of VA §Title 18.2 §22.1-279.3:1(A) 8 8 VAC 20-560-10 SDFSCA Report 20 USC § 7116 UMIRS	
Sexual Offenses Against Student Forcible Assault	Sexual penetration (e.g., oral, anal, or vaginal) against a student without consent. This category also includes statutory rape that is defined as sexual penetration with or without the consent of a minor.	SX4 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy Code of VA §Title 18.2 §22.1-279.3:1(A) 8 VAC 20-560-10 SDFSCA Report 20 USC § 7116 UMIRS	
Sexual Offenses Against Staff Attempted Forcible Assault	Attempted sexual penetration (e.g., oral, anal, or vaginal) against a staff member without consent.	SX5 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy Code of VA §Title 18.2 SDFSCA Report 20 USC § 7116 UMIRS	
Sexual Offenses Against Student Attempted Forcible Assault	Attempted sexual penetration (e.g., oral, anal, or vaginal) against a student without consent, including statutory rape, or sexual penetration with or without the minor's consent.	SX6 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy Code of VA §22.1-279.3:1(A) §Title 18.2 SDFSCA Report 20 USC § 7116 UMIRS	
Sexual Offenses Without Force	Lewd behavior, indecent exposure that includes sexual intercourse, sexual contact, or other unlawful behavior or conduct intended to result in sexual gratification without force or threat. Consider age, developmentally appropriate behavior, and disability status before using this category.	SX7 Required to be reported to law enforcement	Required to be reported regardless of sanction	Code of VA §22.1-279.3:1(A) SDFSCA Report	

Offense Term	Definition	Reporting Codes	Disciplinary Reporting Requirements*	Source of Requirements or Related Statute	Reference Notes
Sexual Offense Aggravated Sexual Battery	Sexually abusing a victim less than thirteen years of age or accomplishing the act against the will of the victim by force, threat, intimidation, or through the use of the victim's mental incapacity or physical helplessness, and—the victim is at least thirteen but less than fifteen years of age, or the accused causes serious bodily or mental injury to the victim, or the accused uses or threatens to use a dangerous weapon. Sexual abuse means an act committed with the intent to sexually molest, arouse, or gratify any person where the accused intentionally touches the victim's intimate parts or material directly covering such intimate parts; the accused forces the victim to touch the victim's own or another person's intimate parts or material directly covering such intimate parts; or the accused forces another person to touch the victim's intimate parts or material directly covering such intimate parts.	SX8 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy Code of VA §22.1-279.3:1(A) §Title 18.2 SDFSCA Report 20 USC § 7116 UMIRS	
Sexual Offense Offensive Touching Against Staff	Improper physical contact against a staff that is offensive, undesirable, and/or unwanted as determined by the victim	SX1	Required to be reported regardless of sanction	Code of VA §22.1-279.3:1	Consensual touching (e.g., kissing, walking arm-in-arm) should not be reported even though such behavior may violate a local school policy. Consider age, developmentally appropriate behavior, and disability status before using this category.

Offense Term	Definition	Reporting Codes	Disciplinary Reporting Requirements*	Source of Requirements or Related Statute	Reference Notes
Sexual Offense Offensive Touching Against Student	Improper physical contact against a student that is offensive, undesirable, and/or unwanted as determined by the victim.	SX2	Required to be reported regardless of sanction	Code of VA §22.1-279.3:1	Consensual touching (e.g., kissing, walking arm-in-arm) should not be reported even though such behavior may violate a local school policy. Consider age, developmentally appropriate behavior, and disability status before using this category.
School Threat Bomb Threat (Threat of Destruction or Harm)	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or harming students or staff. Intentionally making a false report of potential harm from dangerous chemicals or biological agents.	BB1 Required to be reported to law enforcement	Required to be reported regardless of sanction	Code of VA §22.1-279.3:1(A) SDFSCA Report UMIRS	**Sub-Categories** BO1 – Bomb Threat BO2 - Chemical/ Biological Threat BO3 – Terrorist Threat BO4 – Setting off False Fire Alarm
Technology Use Violations/Use	Unauthorized violations of technology use according to the Acceptable Usage Policy.	T1C T2C T3C T4C	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	**Sub-Categories** T1C – Unauthorized Use of Technology or Information T2C - Causing/Attempting to Cause Damage to Computer Hardware, Software or Files T3C – Violations of Acceptable Usage Policy T4C – Violations of Internet Policy

Offense Term	Definition	Reporting Codes	Disciplinary Reporting Requirements*	Source of Requirements or Related Statute	Reference Notes
Threat/ Intimidation Against Staff	Unlawfully placing a staff member in fear of bodily harm through physical, verbal, written or electronic threats which immediately creates fear of harm without displaying a weapon or subjecting the person to actual physical attack. Consider age, developmentally appropriate behavior, and disability status before using this category.	TI1 Required to be reported to law enforcement	Required to be reported regardless of sanction	Code of VA §22.1-279.3:1(A) SDFSCA Report UMIRS	Also see Harassment-Non Sexual/ Hazing/School Threat/ Bullying
Threat/ Intimidation Against Student	Unlawfully placing a student in fear of bodily harm through physical, verbal, written or electronic threats without displaying a weapon or subjecting the person to actual physical attack. Consider age, developmentally appropriate behavior, and disability status before using this category.	TI2	Required to be reported regardless of sanction	SDFSCA Report UMIRS	
Theft Offenses (No Force)	Unlawfully taking, carrying, leading, or riding away property from the possession of another person. May include pocket picking, purse snatching, theft from building, theft of electronic data, theft from motor vehicle, or from coin-operated machines.	TH1	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	**Sub-Categories** Theft Offenses (except motor vehicle) TF1 – Theft of School Property TF2 – Theft of Staff Property TF3 – Theft of Student Property TF4 – Possession of Stolen Property
Theft Offense of a Motor Vehicle	Unlawfully taking, carrying, leading, or riding away a motor vehicle or the attempted theft of a motor vehicle. This category includes theft of a car, truck, motorcycle, dune buggy, snowmobile, RV, or anything that is self-propelled.	TH2	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	**Sub-Categories** Theft of a Motor Vehicle TF6 – Attempted Theft of Motor Vehicle
Tobacco Use Possession, Sale, Distribution	Possessing, using, distributing, or selling tobacco products, including smokeless tobacco, on school grounds, at school-sponsored events, and/or on school transportation.	TB1	Required to be reported regardless of sanction	SDFSCA Report UMIRS	**Sub-Categories** TC1 – Tobacco Use TC2 – Tobacco Possession TC3 – Tobacco Sales/Distribution
Tobacco Paraphernalia	Bringing tobacco paraphernalia to school or to a school event. (i.e., cigarette lighter, matches)	T4B	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	

Offense Term	Definition	Reporting Codes	Disciplinary Reporting Requirements*	Source of Requirements or Related Statute	Reference Notes
Trespassing	Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave.	TR1	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	
Vandalism	Willfully and/or maliciously destroying, damaging or defacing public or private property without the consent of the owner or the person having custody or control of it. This category includes graffiti.	VA1	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	**Sub-Categories** VN1 – Vandalism of School Property VN2 – Vandalism of Private Property VN3 – Graffiti
Weapon (1) Firearm Handgun/ Pistol	Possessing or bringing a handgun or pistol to school or to a school-sponsored event.	WP1 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy Code of VA §18.2-308.1 (B) §22.1-279.3:1(A) 8 VAC 20-560-10 8 VAC 20-131-260 GFSA 20 USC § 7151 UMIRS	Automatic expulsion required. May be modified by LEA, in accordance with federal and state guidelines.
Weapon (2) Firearm Shotgun/ Rifle	Possessing or bringing a rifle/shotgun to school or a school-sponsored event.	WP2 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy Code of VA §18.2-308.1 (B) §22.1-279.3:1(A) 8 VAC 20-560-10 8 VAC 20-131-260 GFSA 20 USC § 7151 UMIRS	Automatic expulsion required. May be modified by LEA, in accordance with federal and state guidelines.
Weapon (3) Expels a Projectile	Possessing or bringing to school or a school-sponsored event any weapon designed to expel a projectile or that may readily be converted or modified manufactured guns to expel a projectile by the action of an explosive device.	WP4 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy Code of VA §18.2-308.1 (B) 8 VAC 20-131-260 GFSA UMIRS	This definition does not include BB guns or pneumatic weapons. See WP0.

Offense Term	Definition	Reporting Codes	Disciplinary Reporting Requirements*	Source of Requirements or Related Statute	Reference Notes
Weapon (4) Knife	Possessing or bringing to school or a school-sponsored event any sharp-edged instrument that is classified as a knife with a blade of three inches or more.	WP5 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy 8 VAC 20-131-270 §22.1-279.3:1	
Weapon (5) Other Firearms	Possessing or bringing any other weapon that will, is designed to, expel a projectile by the action of an explosive to school or a school event. This includes firearms not mentioned previously (operable or in-operable, loaded or unloaded) such as, but not limited to, a zip or starter gun.	WP8 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy Code of VA §22.1-279.3:1(A) 8 VAC 20-560-10 8 VAC 20-131-260 GFSA 20 USC § 7151 UMIRS	These definitions may include automatic weapons or semi automatic weapons other than shotgun/rifle, or handgun, such as an XM8.
Weapon (6) Other Weapon	Possessing or bringing any weapon, instrument, or object that is designed to or may readily be converted to inflict harm on another person to school or a school event. (i.e. golf club, baseball bat, chains, nunchakus, or billy club)	WP9 Required to be reported to law enforcement	Required to be reported regardless of sanction	8 VAC 20-131-270 Code of VA §18.2-308.1 (A) UMIRS	
Pneumatic Weapon (BB Gun)	Possessing or bringing any pneumatic gun or rifle that is air powered to school or a school event. A pneumatic gun or rifle includes a BB, paint ball, or pellet gun.	WP0 Required to be reported to law enforcement	Required to be reported regardless of sanction	8 VAC20-121-260 Code of VA §15.2-915.4	
Possession of Explosive Device	Possessing or representing any weapon that explodes or is designed to or may readily be converted to explode.	WP6 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy Code of VA §18.2-433.1 §22.1-279.3:1(A) 8 VAC 20-131-260 GFSA	
Use of Bomb or Explosive Device	Using any weapon that is designed to explode with the use of a triggering device or by a chemical reaction that causes an explosion.	WP7 Required to be reported to law enforcement	Required to be reported regardless of sanction	BOE-PDS Policy Code of VA §18.2-85 §18.2-433.1 §22.1-279.3:1(A) 8 VAC 20-131-260	
Possession of Ammunition	Possession of any type of ammunition. Ammunition means ammunition or cartridges, cases, primers, bullets, or propellant powder designed for use in any firearm.	W1P	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report USC §18.921-17 UMIRS	W1P – Bringing Ammunition to School or School Event.

Offense Term	Definition	Reporting Codes	Disciplinary Reporting Requirements*	Source of Requirements or Related Statute	Reference Notes
Weapon/ Look-alike	Any device that looks like a real gun or is a toy gun (i.e., water pistols). Category also includes look-alike weapons.	W3P	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	
Weapon/Chemical Substance	Possessing or bringing to school or a school-sponsored event any substance used as a weapon. The substance would include mace, tear gas, or pepper spray.	W2P	Required to be reported regardless of sanction	UMIRS	
Possible Weapons	Possessing knife less than three inches, razor blades, box cutters, fireworks, firecrackers, or bringing stink bombs to school or a school event.	W8P W9P	Required to be reported only if sanction is suspension or expulsion	SDFSCA Report UMIRS	W8P – Bringing Razor Blades/Box Cutters/ Less than 3 inch blade knife to School or School Events. W9P – Bringing Fireworks, Firecrackers, or Stink Bombs to School or School Event.
Possession of Taser Gun	Possessing or bringing any mechanism that is designed to emit an electronic, magnetic or another charge or shock through the use of a projectile and used for the purpose of temporarily incapacitating a person.	WT1	Required to be reported regardless of sanction	Code of VA § 18.2-308.1(A) § 22.1-277.07 SDFSCA Report	
Possession of Stun Gun	Possessing or bringing any mechanism that is designed to emit an electronic, magnetic or other charge that exceeds the equivalency of five milliamp 60 hertz shock and used for the purpose of temporarily incapacitating a person.	WS1	Required to be reported regardless of sanction	Code of VA § 18.2-308.1(A) § 22.1-277.07 SDFSCA Report	

*The disciplinary reporting requirements indicate if the offense is required by law to be reported to the Virginia Department of Education regardless of the disciplinary sanction or if the offense is in violation of the school code of conduct and must be reported if a student is suspended or expelled as required by the federal *Safe and Drug-Free and Communities Act (SDFSCA).*

Reference Table II
DCV Discipline Sanction Codes

School divisions must use the following codes to indicate the sanction imposed upon a student as a result of a disciplinary offense.

Code Number	Description of Discipline Sanction
01	For students with disabilities, in-school suspension as defined on page 7.
02	For students with disabilities, short-term suspensions are defined as a single suspension of ten (10) days or less.
03	Long-term suspensions are defined as a single suspension of eleven (11) days up to 364 days.
04	Expulsion is defined as a single expulsion for 365 days. This may be either a permanent expulsion or a 365-day removal from school. Any student may be placed in alternative placement.
05	Special Education Interim Alternative Placement –Report those incidents in which school personnel, not the IEP team, order the removal of children with disabilities from their current educational placement to an appropriate interim alternative educational setting (for not more than 45 school days) for an offense involving weapons, drugs, or serious bodily harm.
06	Special Education Interim Alternative Placement—Report those incidents in which an impartial hearing officer, appointed by the Supreme Court of Virginia, orders the removal of children with disabilities from their current educational placement to an appropriate alternative education setting for not more than 45 days. This decision is based on the hearing officer's determination that the public agency has demonstrated by substantial evidence that maintaining the child's current placement is substantially likely to result in injury to the child or to others.
07	Use for drugs and weapon offenses WP1, WP2, WP4, WP6, WP7, WP8, DR1, and DR4 which involve 0 to 364 days to indicate that expulsion was modified.
99	Use for any discipline not defined in codes 02 through 07. This may include in-school detention, bus suspension, or Saturday detention. No days are reported for a sanction 99.

Reference Table III
Sanctions/Days Codes

Report the total number of days a student is suspended or expelled for his/her particular offense using the following codes:

Please note: If the student has violated a required offense code, but the discipline sanction is "99" (no days suspended or expelled), the incident must still be reported.

Sanction	Days	Conditions
01	(Minimum of one day) Not limited	In-School Suspensions for Special Education Students Only
02	1-10	Short-Term Out of School – All Codes
03	11-364	Long-Term Out of School – All Codes
04	365	Expulsion – All Codes
05	1-45	Interim Placement – Drugs and Weapons – DR1, DR4, WP1, WP2, WP4, WP6, WP7, WP8 Special Education Only
06	1-45	Court-Appointed Hearing Officer by Virginia Supreme Court. Special Education Only
07	0-364	Applies to DR1, DR4, WP1, WP2, WP4, WP6, WP7, WP8
99	0	Applies to any discipline not defined in codes 02 through 07

Reference Table IV
Grade Level Codes

Use the following codes to indicate the grade level in which the student is enrolled at the time the DCV incident occurred.

Code	Grade Level
PK	Pre-kindergarten
KG	Kindergarten
01	Grade 1
02	Grade 2
03	Grade 3
04	Grade 4
05	Grade 5
06	Grade 6
07	Grade 7
08	Grade 8
09	Grade 9
10	Grade 10
11	Grade 11
12	Grade 12
PG	Post-graduate student

Reference Table V
Disability Codes

Use the codes in the table below to identify the specific disability or 504 status of a student with disabilities who commits a disciplinary offense.

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Code	Disability
01	Mental Retardation
02	Severe Disability
03	Multiple Disabilities
04	Orthopedic Impairments
05	Visual Impairments
06	Hearing Impairments
07	Specific Learning Disabilities
08	Emotional Disturbance
09	Speech/Language Impairments
10	Other Health Impairments
12	Deaf-Blindness
13	Autism
14	Traumatic Brain Injury
15	504 (not considered special education)
16	Developmental Delayed

Reference Table VI
Racial/Ethnic Codes

Use the following racial/ethnic codes to describe the group to which a student belongs. For students of mixed racial and/or ethnic origins, report the category that most closely reflects the individual's recognition in the community

Code	Racial/Ethnic Classification
00	Unspecified
01	Native American/Alaska Native
02	Asian/Pacific Islander
03	Black (non-Hispanic)
04	Hispanic
05	White (non-Hispanic)
06	Native Hawaiian

Reference Table VII
Incident Time Element Codes

Report the time during which an incident of discipline, crime, or violence occurred using the codes for time elements listed in the table below.

Code	Definition of Time Element
01	During the regular school day. "01" is defined as before class, during class, during class change, during lunch/recess, after classes, and other times during school hours. This includes school-sponsored activities that occur during the regular school day, such as a field trip.
02	During a school-sponsored activity outside the regular school day. "02"involves any school-sponsored activity where an incident occurs.
03	During a non-school-sponsored activity outside school hours. "03" involves an incident that did not occur during a school-sponsored event, but involved one or more students on school property.
04	In transit on the way to or from school. "04"is defined as an incident that occurred while students were on the way to or from school on school-provided transportation.

Reference Table VIII
Regional Centers Codes 2008-2009

Use the following code numbers for incidents occurring in regional Governor's Schools, Special Education Centers, Technical Centers, and Alternative Centers.

Governor Schools

EDAGENCY NUM	NAME OF CENTER	SCHOOL NUM	NAME OF SCHOOL	DIRECTOR/ASSTSTANT
260	CENTRAL VIRGINIA GOV SCH FOR SCI/TECH	10	CENTRAL VIRGINIA GOV SCH	Dr. Thomas Morgan
261	SOUTHWEST VIRGINIA GOV SCH	10	SOUTHWEST VIRGINIA GOV SCH	Ms. Margaret (Pat) Duncan
262	GOVERNOR'S SCHOOL FOR THE ARTS	10	GOVERNOR SCHOOL FOR THE ARTS	Dr. Andrea Warren
263	ROANOKE VALLEY GOV SCH	10	ROANOKE VALLEY GOV SCH	Dr. Scott Watson
264	NEW HORIZONS GOV SCHOOL	10	NEW HORIZONS GOV SCHOOL	Mr. Joe Johnson
265	CENTRAL SHENANDOAH VALLEY GS/SCI-TECH	10	CENTRAL SHENANDOAH VALLEY	Ms. Linda Newbern Cauley
266	GOV SCH GLOBAL ECONOMICS/TECH	10	GOV SCH GLOBAL ECONOMICS/TECH	Ms. Catherine Cottrell
267	APPOMATTOX REGIONAL GOV SCH	10	APPOMATTOX REGIONAL GOV SCH	Ms. Veronica Kouassi
268	A. LINWOOD HOLTON GOV SCH	10	A. LINWOOD HOLTON GOV SCH	Mr. Danny Dixon
269	CHESAPEAKE BAY GOV SCH	10	CHESAPEAKE BAY GOV SCH	Ms. Patricia Griffin
270	COMMONWEALTH GOVERNOR'S SCHOOL	10	COMMONWEALTH GOV SCHOOL	Dr. David Baker
271	MAGGIE L. WALKER GOV SCH	10	MAGGIE L. WALKER GOV SCH	Mr. Philip Tharp
273	BLUE RIDGE VIRTUAL GOVERNOR'S SCHOOL	10	BLUE RIDGE VIRTUAL GOVERNOR'S SCHOOL	Mr. Marc Carraway
274	JACKSON RIVER GOVERNOR'S SCHOOL	10	JACKSON RIVER GOV SCH	Ms. Julie Drewry
276	PIEDMONT GOV SCH FOR MATH/SCI/TECH	10	PIEDMONT GOV SCH FOR MATH/SCI/TECH	Mr. Brian Pace
275	MASSANUTTEN GOVERNOR'S SCHOOL	10	MASSANUTTEN GOVERNOR'S SCHOOL	Dr. Cathy H. Glenn
277	MOUNTAIN VISTA GOVERNOR'S SCHOOL	10	MOUNTAIN VISTA GOVERNOR'S SCHOOL	Dr. Roseanne Williams

Special Education Centers

280	COOP CTR FOR EXCEP CHILDREN	10	COOP CTR FOR EXCEP CHILDREN	Ms. Belinda H. Nichols
281	MID PENINSULA REG SPEC ED CTR	10	MID PENINSULA REG SPEC ED CTR	Ms. Fran Goforth
282	LAUREL REGIONAL	10	LAUREL REGIONAL SPECIAL ED CTR	Mrs. Debbie Elliott
283	NORTHERN NECK REGIONAL	10	NORTHERN NECK REG SPECIAL ED	Mr. David C. Stables III
284	NORTHWESTERN REG ED PGM	10	NORTHWESTERN REG ED PGM	Mr. Ralph Reese
285	NEW HORIZONS REGIONAL EDUC CTR	10	NEW HORIZONS REG CTR - AUTISM	Mrs. Kelly Brown Wood
285	NEW HORIZONS REGIONAL EDUC CTR	20	NEW HORIZONS REG CTR -NEWPORT ACD.	Mr. John J. Johnson, III
286	PIEDMONT REGIONAL ED.	20	PIEDMONT REG ED/CEDAR MOUNTAIN	Mr. Nicholas P. Smith
286	PIEDMONT REGIONAL ED.	10	PIEDMONT REG ED/IVY CREEK	Mr. Nicholas P. Smith
287	SHENANDOAH VALLEY REG	10	SHENANDOAH VALLEY REG	Mrs. Judy S. Sorrell
288	SOUTHEASTERN COOP ED PGM	10	SOUTHEASTERN COOP ED PGM	Dr. Judith N. Green
288	SOUTHEASTERN COOP ED PGM	40	TRAEP - VIRGINIA BEACH	Dr. Judith N. Green
288	SOUTHEASTERN COOP ED PGM	90	SUFFOLK RE-ED	Dr. Judith N. Green
288	SOUTHEASTERN COOP ED PGM	80	CHESAPEAKE RE-ED	Dr. Judith N. Green
288	SOUTHEASTERN COOP ED PGM	70	PORTSMOUTH RE-ED	Dr. Judith N. Green
288	SOUTHEASTERN COOP ED PGM	60	NORFOLK RE-ED	Dr. Judith N. Green
288	SOUTHEASTERN COOP ED PGM	50	TRAEP - NORFOLK	Dr. Judith N. Green
288	SOUTHEASTERN COOP ED PGM	30	WHITEOAKS RE-ED	Dr. Judith N. Green
288	SOUTHEASTERN COOP ED PGM	20	KEMPSVILLE RE-ED	Dr. Judith N. Green
290	N VIRGINIA REG SPEC ED PGM	10	N VIRGINIA REG SPEC ED PGM	Mrs. Lynn Galgano
291	CENTRAL VIRGINIA REG SPEC ED PGM	10	CENTRAL VIRGINIA REG SPEC ED PGM	Mr. Randy Corpening
292	HENRY CO/MARTINSVILLE REG PGM	10	HENRY CO/MARTINSVILLE REG PGM	Mr. James L Beckner Jr.
299	ROANOKE VALLEY REGIONAL BOARD	10	ROANOKE VALLEY REGIONAL BOARD	Mr. Rodney M.Dillman

Technical Centers

307	NEW HORIZONS REG. EDU. CENTER	220	NEW HORIZONS REG ED CTR	Dr. Edward Carr
307	NEW HORIZONS TECH CTR-BUTLER FARM	220	NEW HORIZONS TECH CTR-BUTLER FARM	Mr. J. Johnson
307	NEW HORIZONS TECH CTR-WOODSIDE	210	NEW HORIZONS WOODSIDE	Mr. Roger Tomlinson
301	CHARLOTTESVILLE-ALBEMARLE TECH	130	CHARLOTTESVILLE-ALBEMARLE TECH	Mr. .Darah Bonham
302	JACKSON RIVER TECH CTR	330	JACKSON RIVER TECH CTR	Mr. Thomas M. P. Beirne
304	MASSANUTTEN TECH CTR	980	MASSANUTTEN TECH CTR	Mr. W. Marshall Price
306	VALLEY VOCATIONAL TECH	631	VALLEY VOCATIONAL TECH CTR	Ms. Darla L. Miller
308	PRUDEN CTR FOR INDUS/TECH	120	PRUDEN CENTER FOR INDUS/TECH	Mr. Corey McCray
309	ROWANTY VOCATIONAL TECH CTR	10	ROWANTY VOCATIONAL TECH CTR	Mr. Tom Cope
310	NORTHERN NECK TECHNICAL CTR	10	NORTHERN NECK TECHNICAL CENTER	Mr. Harold Randolph Long
311	AMELIA-NOTTOWAY VOC CTR	380	AMELIA-NOTTOWAY VOC CTR	Mr. Allen Vernon

Alternative Centers

401	LYNCHBURG CITY SECONDARY ALTERNATIVE	401	LYNCHBURG CITY SECONDARY ALTERNATIVE	Ms. Linda J. Cole
402	ENTERPRISE ACADEMY/NEWPORT NEWS CITY	402	ENTERPRISE ACADEMY/NEWPORT NEWS CITY	Mr. Michael Evans
403	TIDEWATER REGIONAL ALTERNATIVE ED PROJECT	403	TIDEWATER REGIONAL ALTERNATIVE ED PROJECT	Dr. Murrey Ritter
404	REG ALTERNATIVE PLUS SELF PROJECT/ROANOKE CITY	404	REG ALTERNATIVE PLUS SELF PROJECT/ROANOKE CITY	MS. Carole Dalton
405	TRANSITION SUPPORT RESOURCE CTR/FAIRFAX	405	TRANSITION SUPPORT RESOURCE CENTER/FAIRFAX	Ms. Joan Ledebur
406	PROJECT RETURN/FLUVANNA CO	406	PROJECT RETURN/FLUVANNA CO	Ms. Brenda Gilliam
407	ALTERN ED PRGM/BEHAV DISORD YOUTH/MONTGOMERY	407	ALTERN ED PRGM/BEHAV DISORD YOUTH/MONTGOMERY	Dr. Tiffany Anderson
408	PETERSBURG REGIONAL ALTERNATIVE	408	PETERSBURG REGIONAL ALTERNATIVE	Ms. Marsha Miller
409	REGIONAL ALTERNATIVE/PITTSLVANIA CO	409	REGIONAL ALTERNATIVE/PITTSLVANIA CO	Ms. Wanda Vaughan
410	PROJECT RETURN/POWHATAN CO	410	PROJECT RETURN/POWHATAN CO	Mr. Randy Watts
411	CROSSROADS ALTERNATIVE/BRISTOL CITY	411	CROSSROADS ALTERNATIVE/BRISTOL CITY	Ms. Patty Bowers
412	METRO RICHMOND ALTERNATIVE ED	412	METRO RICHMOND ALTERNATIVE ED	Mr. Matthew Kreydatus
413	REGIONAL ALTERNATIVE ED/STAFFORD CO	413	REGIONAL ALTERNATIVE ED/STAFFORD CO	Mr. Andrea Bengier
414	SOUTHSIDE L.I.N.K. PROJECT/BRUNSWICK CO	414	SOUTHSIDE L.I.N.K. PROJECT/BRUNSWICK CO	Dr. Dora Wynn
415	REGIONAL ALTERNATIVE ED/KING WILLIAM	415	REGIONAL ALTERNATIVE ED/KING WILLIAM	Ms. Gloria Washington
416	NEW DOMINION/PRINCE WILLIAM CO	416	NEW DOMINION/PRINCE WILLIAM CO	Ms. Becky Harman
417	PROJECT BRIDGE/RUSSELL CO	417	PROJECT BRIDGE/RUSSELL CO	Ms. Lynn Ramsey
418	REGIONAL ALTERNATIVE/WYTHE CO	418	REGIONAL ALTERNATIVE/WYTHE CO	Ms. LaDonna K. Meade
419	THREE RIVERS PILOT PROJECT/YORK CO	419	THREE RIVERS PILOT PROJECT/YORK CO	Mr. Manuel Dillard
420	PIEDMONT ALTERNATIVE SCHOOL	420	PIEDMONT ALTERNATIVE SCHOOL	Mr. Allen Vernon
421	NORTHERN NECK REGIONAL ALTERNATIVE ED	421	NORTHERN NECK REGIONAL ALTERNATIVE ED	Mr. Randy Long
422	SHENANDOAH VALLEY REG ALTERNATIVE ED/GENESIS	422	SHENANDOAH VALLEY REG ALTERNATIVE ED/GENESIS	Dr. Sue Burkholder
423	BREAKING BARRIERS ALTERNATIVE ED/HENRY CO	423	BREAKING BARRIERS ALTERNATIVE ED/HENRY CO	Mr. DeWitt House
424	CARROLL/GALAX/JOY RANCH REG ALTERNATIVE ED	424	CARROLL/GALAX/JOY RANCH REG ALTERNATIVE ED	Mr. Wade Meredith
426	REGIONAL LEARNING ACADEMY/WISE CO	426	REGIONAL LEARNING ACADEMY/WISE CO	Mr. Ed Conley
427	THE REGIONAL COMMUNITY ALTERNATIVE ED CONTINUUM	427	THE REGIONAL COMMUNITY ALTERNATIVE ED CONTINUUM	Mr. Craig Carscallen
428	PROJECT RENEW/NORTHAMPTON CO	428	PROJECT RENEW/NORTHAMPTON CO	Mr. Jim Carey
429	RENAISSANCE/SCOTT CO	429	RENAISSANCE/SCOTT CO	Mr. Darryll Johnson
430	R.E.COOK REGIONAL ALTERNATIVE	10	R.E. COOK REGIONAL ALTERNATIVE	Dr. Lorraine Lange

Reference Table IX
Offense Codes Requiring Victim Counts

The offense codes listed in the table below will require a victim count due to the nature of the offense. Therefore, any offense reported using one of these codes must also include the number of victims.

Offense Code	Name of Offense
BA1	Assault/Battery With Firearm or Other Weapon Against Staff
BA2	Assault/Battery With No Firearm or Weapon Against Staff
BA3	Assault/Battery With Firearm or Other Weapon Against Student
BA4	Assault/Battery With No Weapon Against Student
BA5	Malicious Wounding Without a Weapon
BU1	Bullying
EX1/ET1	Extortion
ET2	Attempted Extortion
HO1	Homicide Against Staff With Firearm
HO2	Homicide Against Student With Firearm
HO3	Homicide Against Staff With Other Weapon
HO4	Homicide Against Student With Other Weapon
HR1	Harassment, Non-sexual (Physical, Verbal or Psychological)
H1Z	Hazing
KI1	Kidnapping
RB1	Actual Robbery
RB2	Attempted Robbery
RO1	Robbery
SB1	Sexual Battery Against Staff
SB2	Sexual Battery Against Student
ST1	Stalking
SX0	Sexual Harassment
SX1	Sexual Offense Offensive Touching Against Staff
SX2	Sexual Offense Offensive Touching Against Student
SX3	Sexual Offenses Against Staff Forcible Assault
SX4	Sexual Offenses Against Student Forcible Assault
SX5	Sexual Offenses Against Staff Attempted Forcible Assault
SX6	Sexual Offenses Against Student Attempted Forcible Assault
SX7*	Sexual Offenses Without Force
SX8	Aggravated Sexual Battery
TH1	Theft Offenses (No Force)
TF1	Theft/School Property
TF2	Theft/Staff Property
TF3	Theft/Student Property
TF4	Possession of Stolen Property
TH2/TF6	Theft Offense of a Motor Vehicle
TI1	Threat/Intimidation Against Staff (Physical or Verbal)
TI2	Threat/Intimidation Against Student

* This code may or may not require a victim count depending upon the circumstances.

Reference Table X
DCV Incidents Identifying Persistently Dangerous Schools

Each state receiving funds under the federal *No Child Left Behind Act of 2001* is required to establish and implement a statewide policy requiring that a student attending a persistently dangerous school be allowed to attend a safe school. The Virginia Board of Education's "Unsafe School Choice Option" policy was adopted in May 2002. The Board subsequently approved a Persistently Dangerous Schools Identification Process and Criteria (access at http://www.doe.virginia.gov/suptsmemos/2003/info86a.pdf) that establishes thresholds of incidents using data over a three-year period by school divisions in their annual report on discipline, crime, and violence. The chart below lists the three categories of harm and the threshold points or automatic caution assigned to a school if one of the discipline, crime, and violence incidents described in the table occurs in the school.

Degree of Harm	Description	Code	Points Per Incident
Category I	**Automatic Caution**		**One Incident Exceeds The Threshold**
	Homicide-Staff-Firearm	HO1	
	Homicide-Student-Firearm	HO2	
	Homicide-Staff-Other Weapon	HO3	
	Homicide-Student-Other Weapon	HO4	
	Forcible Sexual Assault Against Student	SX4	
	Forcible Sexual Assault Against Staff	SX3	
	Attempted Forcible Sexual Assault Against Student	SX6	
	Attempted Forcible Sexual Assault Against Staff	SX5	
	Use of a Bomb	WP7	
Category II			**Two Points**
	Assault Against Staff with Firearm or Weapon	BA1	
	Assault Against Student with Firearm or Weapon	BA3	
	Actual or Attempted Robbery	RO1	
	Kidnapping/Abduction	KI1	
	Malicious Wounding without a Weapon	BA5	
	Aggravated Sexual Battery on a Student	SX8	
Category III			**One Point**
	Illegal Possession of Handgun	WP1	
	Illegal Possession of Rifle or Shotgun	WP2	
	Illegal Possession of Any Other Projectile/Weapon	WP4	
	Illegal Possession of Bomb	WP6	
	Illegal Possession of Other Firearms	WP8	
	Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell	DR4	

Reference Table XI
DCV Incidents Reported on the Virginia School Report Card

The Virginia School Report Card provides information on student achievement, accreditation, safety, and attendance for the Commonwealth as a whole, for school divisions, and for individual schools. The Report Card, accessed on the Virginia Department of Education Web site (https://p1pe.doe.virginia.gov/pti/), enables parents and the general public to follow Virginia's progress in achieving the goals of the *No Child Left Behind Act of 2001*. School Safety information on the School Report Card is based on offense and incident types reported to the Virginia Department of Education in the Discipline, Crime, and Violence report which is used as the foundation for the Safe Schools Information Resource (SSIR). The offenses are color coded and also grouped into nine offense categories. Beginning with the 2006-2007 school year, the report card data is based on the school where the incident took place. The following chart illustrates how the data will be reported.

State – School Safety				
Offense Category	2004-2005	2005-2006	2006-2007	*2007-2008
Related to Weapons	2,946	3,144	3,621	
Against Student	12,860	12,747	13,902	
Against Staff	4,159	4,290	4,781	
Against Person	27,207	37,412	55,934	
Related to ATOC	10,624	11,011	10,776	
Related to Property	9,216	10,263	11,012	
Related to Behavior	82,156	62,616	221,828	
Technology Offenses	Category added in 2007	Category added in 2007	Category added in 2007	Category added in 2007
Other Offenses	169,321	180,841		

* 2007-2008 data has not been collected..

Reference Table XII
DCV Edit Checks

Edit checks indicate possible errors within the DCV data being submitted by a local school division. Edit checks are designed to provide information to the submitter of data so that he/she can fix the error(s). The edit checks in the following table are in sequence according to the written program.

DCV Edit Checks
Student ID is missing
Student ID is not alpha/numeric
Incident division is required
Incident school is required
Incident requiring Law Enforcement notification must be consistent for all students involved in the incident.
Missing or invalid grade
Missing or invalid grade for school
Missing Centers reporting
Invalid special education disability
Invalid or missing date - date of birth must be a valid date in the format MM/DD/YYYY
Date of birth out of range - age must be between 0 and 22
Invalid or missing race code
Invalid gender - must be F or M
Missing or invalid date - incident date must be a valid date in the format MM/DD/YYYY
Invalid date - incident date must be between || to_char(v_begin_session_date MM/DD/YYYY)|| and ||to_char(v_end_session_date MM/DD/YYYY)
Missing incident code
Missing Offense Code 1
Invalid Offense Code 1
BA1 and BA3 offense codes involve a weapon; therefore, a weapon offense (WP0, WP1, WP2, WP4, WP5, WP6, WP7, WP8, WP9, WS1, WT1) must be included
Invalid firearms confiscated
Invalid offense code - must have one of the following offenses: WP1, WP2, WP4 ,WP8 when a firearm is confiscated
Invalid non-firearms confiscated
Invalid offense code - must have one of the following offenses: WP0, W2P, WP3, WP5, WP6, WP7, WP9, W8P, W9P when a non-firearm is confiscated
Invalid final division discipline/sanction code
Days suspended for Discipline Code 99 must be 0
Days suspended for short-term suspension must be between 1 and 10
Days suspended for long-term suspension must be between 11 and 364
Days suspended for Discipline Code 4 must be 365
Days suspended for Discipline Codes 5 and 6 must be between 1 and 45
Discipline/Sanction Codes 5 and 6 must have special education code
Discipline/Sanction Code 5 must apply to any weapon or drug offense and bodily harm
Discipline/Sanction Code 7 must apply to codes WP1, WP2, WP4, WP6, WP7, WP8, DR1, OR DR4
Duplicate incident code for the same student

DCV Edit Checks
Final division Discipline/Sanction Code 5 must have alternative placement
Days suspended must be between 0 and 364
Weapon offense codes (WP1, WP2, WP4, WP6, WP7, WP8) or drug offense codes (DR1, DR4) or their subcategories require a final sanction of 4 or 7 or 5
All weapon offense codes or all drug offense codes or their subcategories that require a final sanction of 5 (special education student only) will be allowed up to 45 days
Invalid final sanction for offense code
Invalid days suspended - must be between 0 and 365
Invalid victim count - must be a number
Invalid alternative placement
Invalid permanent expulsion
Invalid incident time
There are incidents with the same incident code but with different incident dates
There are incidents with the same incident code but with different time stamp code
There are students with same student ID but with different date of birth
There are students with same student ID but with different gender
There are students with same student ID but with different race
There are students with same student ID but with different grade
There are students with same student ID but with different disability
Fighting incidents require two or more students
Duplicate subcategory for exists for the same student ID/incident code
Duplicate offense code or required offense code and an offense from subcategory exists for the same student ID/incident code
Required Offense Codes: (AL1,BA1,BA2,BA3,BA4,BA5,BB1,DR1,DR2,DR3,DR4,DR5,HO1.HO2,HO3,HO4,SB1,SB2,ST1,SX3,SX4, SX5,SX6,SX7,SX8,TI1,WP0,WP1,WP2,WP4,WP5,WP5,WP7,WP8,WP9) Must be reported to law enforcement.

Reference Table XIII
DCV Data Exceptions

DCV Data Exceptions		
Firecrackers, Fireworks, Stink Bombs	W9P	Because these items will involve the confiscation of a non-firearm, the three-digit code must be entered.
Box Cutters, Razor Blades	W8P	Because these items will involve the confiscation of a non-firearm, the three-digit code must be entered.
Change from non-disabled to disabled status**	Any special education code	Some students, who start the year as non-disabled, may be identified as disabled at some point in the year. Data on incidents involving these students should include the disability category following their change in status This should not generate an error check.
Change in the Special Education Disability Classification**	Any special education code	If a student has been classified with one disability at the beginning of the year and the disability classification is changed in the middle of the year, the file will be accepted.
Fighting*	FA2	The code may involve two or more students per incident. The code can be a match for one incident with two students.
Date Range for School Year	Tab Delimited Submission	NOTE: The school year begins on June 20, 2008, and ends on June 19, 2009. Any incidents that occur after June 19, 2009, will be recorded on the next school year report (2009-10).
Victim Count	Any offense code requiring a victim count	Victim Counts apply ONLY to specific offense codes, No other offense codes will have victims. See Reference Table IX. Offense Codes Requiring Victim Counts.
Warning-Successful	Status tracking notice	"Warning-Successful" found in Status Tracking has changed meaning. Your file may still have errors that need editing.
New Edit Check	Law Enforcement	Incident requiring Law Enforcement notification must be consistent for all students involved in the incident.

*In one incident where two or more students are fighting and each student is from a different division, each division will report its enrolled student using one incident number shared between divisions. When submitting the final Discipline, Crime, and Violence Report, there must be communication between the divisions. The file for each division will go through the process, but will receive a *warning-success* status. When this *warning-success* status is received, there will be an alert message that will indicate to the division that it cannot print the division's completed verification report for signature until both divisions have submitted completed information.

**For questions about special education, please contact Paul Raskopf at 804-225-2080 or paul.raskopf@doe.virginia.gov.

Reference Table IX
DCV Edit Checks
Crosswalk – All Offenses
2008-2009

EDIT CHECK CROSSWALK FOR ALL OFFENSE CODES

Offense Term	Offense Code	Requires Victim Count	Requires More Than One Offense Code	Must Use Sanction 4 ,5, or 7	Must Include a Weapon Offense	Firearm	Non-Firearm	Must Have a "Y" in Law Enforcement	Must Have More than One Offender
Attendance	A1T								
Alcohol-AC1,AC2, AC3	AL1							√	
Arson	AR1								
Battery Against Staff/with Weapon	BA1	√	√		√			√	
Battery Against Staff	BA2	√						√	
Battery Against Student/with Weapon	BA3	√	√		√			√	
Battery Against Student	BA4	√						√	
Malicious Wounding	BA5	√						√	
School Threat	BB1							√	
Breaking and Entering	BR1								
Bullying	BU1	√							
Beepers	C1M								
Cellular Phones	C2M								
Electronic Devices	C3M								
Disrespect	D1C								
Defiance	D2C								
Disruptive Demonstration	D3C								
Obscene/Disruptive Literature	D4C								
Over the Counter Med/Use	D4G								
Classroom Disruption	D5C								
Possession of over the Counter Medicine	D5G								
Obscene language/gestures	D6C								
Sale/Distribution. of over the Counter Medicine	D6G								
Minor Insubordination	D8C								
Disorderly Conduct	DC1								
Possession and Use of Schedule I & II Drugs-DG1,DG2,DG7,DG8,D20,	DR1			√				√	
Possession and Use of inhalants and Look-alike Drugs-D15,D16,D17	DR2							√	
Theft and Attempted Theft of Prescription Drugs	DR3							√	
Sale and Distribution of Schedule I & II Drugs, Steroid, and Marijuana-DG3,DG9,D19	DR4			√				√	

EDIT CHECK CROSSWALK
FOR ALL OFFENSE CODES

Offense Term	Offense Code	Requires Victim Count	Requires More Than One Offense Code	Must Use Sanction 4 ,5, or 7	Must Include a Weapon Offense	Firearm	Non-Firearm	Must Have a "Y" in Law Enforcement	Must Have More than One Offender
Use, Possession and Distribution of Drug Paraphernalia-D10,D11,D12	DR5							√	
Extortion-ET1, ET2	EX1	√							
Altercation	F1T								
Fighting w/o Injury	FA2								√
Gambling	G1B								
Gang Activity	GA1								
Hazing	H1Z	√							
Harassment	HR1	√							
Homicide	HO1,2,3,4	√						√	
Kidnapping	KI1	√							
Robbery Using Force-RB1, RB2	RO1	√							
Inciting a Riot	RT1								
Inappropriate Personal Property	S1V								
Misrepresentation	S2V								
Other School Violations	S3V								
Sexual Battery/Staff	SB1	√						√	
Sexual Battery/Student	SB2	√						√	
Stalking	ST1	√						√	
Sexual Harassment	SX0	√							
Offensive Sexual Touching/Staff	SX1	√							
Offensive Sexual Touching/Student	SX2	√							
Sexual Assault Staff	SX3	√						√	
Sexual Assault Student	SX4	√						√	
Attempted Sexual Assault Staff	SX5	√						√	
Attempted Sexual Assault Student	SX6	√						√	
Sexual Offense without Force ***(*May or may not have victim count.)***	SX7	√*						√	
Aggravated Sexual Battery	SX8	√						√	
Unauthorized Use of Technology	T1C								
Causing Damage to computer	T2C								
Violation of Acceptable Use Policy	T3C								
Bringing Tobacco Paraphernalia to School	T4B								
Violation of the Internet Policy	T4C								
Tobacco Products	TB1								
Theft-TF1,2,3,4	TH1	√							
Theft of a Motor Vehicle-TF6	TH2	√							
Threat of Staff	TI1	√						√	
Threat of Student	TI2	√							

EDIT CHECK CROSSWALK
FOR ALL OFFENSE CODES

Offense Term	Offense Code	Requires Victim Count	Requires More Than One Offense Code	Must Use Sanction 4 ,5, or 7	Must Include a Weapon Offense	Firearm	Non-Firearm	Must Have a "Y" in Law Enforcement	Must Have More than One Offender
Trespassing	TR1								
Vandalism	VA1								
Possession of a Toy or Look-alike Gun	W3P						√		
Possession Razor Blades, Box Cutters	W8P								
Possession of Fireworks	W9P								
Possession of Chemical Substance	W2P						√		
Possession of a BB Gun	WP0						√	√	
Possession of a Handgun	WP1			√		√		√	
Possession of a Shotgun/Rifle	WP2			√		√		√	
Possession of Weapon that Expels a Projectile	WP4			√		√		√	
Possession of Knife More Than Three Inches	WP5						√	√	
Possession of Explosive Device	WP6			√			√	√	
Use of a Bomb	WP7			√			√	√	
Possession of Other Firearm	WP8			√		√		√	
Possession of Other Weapon	WP9						√	√	
Possession of Stun gun	WS1						√		
Possession of Taser	WT1						√		
Possession of Ammunition	W1P						√		

Reference Table X
DCV Edit Checks
Crosswalk – Specific Offenses
2008-2009

EDIT CHECK CROSSWALK FOR SPECIFIC OFFENSE CODES

Offense Term	Offense Code	Requires Victim Count	Requires More Than One Offense Code	Must Use Sanction 4 ,5, or 7	Must Include a Weapon Offense	Firearm	Non-Firearm	Must Have a "Y" in Law Enforcement	Must Have More than One Offender
Alcohol-AC1,AC2, AC3	AL1							√	
Battery Against Staff/with Weapon	BA1	√	√		√			√	
Battery Against Staff	BA2	√						√	
Battery Against Student/with Weapon	BA3	√	√		√			√	
Battery Against Student	BA4	√						√	
Malicious Wounding	BA5	√						√	
School Threat	BB1							√	
Bullying	BU1	√							
Possession and Use of Schedule I & II Drugs-DG1,DG2,DG7,DG8,D20,	DR1			√				√	
Possession and Use of inhalants and Look-alike Drugs-D15,D16,D17	DR2							√	
Theft and Attempted Theft of Prescription Drugs	DR3							√	
Sale and Distribution of Schedule I & II Drugs, Steroid, and Marijuana-DG3,DG9,D19	DR4			√				√	
Use, Possession and Distribution of Drug Paraphernalia-D10,D11,D12	DR5							√	
Extortion-ET1, ET2	EX1	√							
Fighting w/o Injury	FA2								√
Hazing	H1Z	√							
Harassment	HR1	√							
Homicide	HO1,2,3,4	√						√	
Kidnapping	KI1	√							
Robbery Using Force-RB1, RB2	RO1	√							
Sexual Battery/Staff	SB1	√						√	
Sexual Battery/Student	SB2	√						√	
Stalking	ST1	√						√	
Sexual Harassment	SX0	√							
Offensive Sexual Touching/Staff	SX1	√							
Offensive Sexual Touching/Student	SX2	√							
Sexual Assault Staff	SX3	√						√	
Sexual Assault Student	SX4	√						√	

EDIT CHECK CROSSWALK
FOR SPECIFIC OFFENSE CODES

Offense Term	Offense Code	Requires Victim Count	Requires More Than One Offense Code	Must Use Sanction 4 ,5, or 7	Must Include a Weapon Offense	Firearm	Non-Firearm	Must Have a "Y" in Law Enforcement	Must Have More than One Offender
Attempted Sexual Assault Staff	SX5	√						√	
Attempted Sexual Assault Student	SX6	√						√	
Sexual Offense without Force ***(*May or may not have victim count.)***	SX7	√*						√	
Aggravated Sexual Battery	SX8	√						√	
Theft-TF1,2,3,4	TH1	√							
Theft of a Motor Vehicle-TF6	TH2	√							
Threat of Staff	TI1	√						√	
Threat of Student	TI2	√							
Possession of a Toy or Look-alike Gun	W3P						√		
Possession of Chemical Substance	W2P						√		
Possession of a BB Gun	WP0						√	√	
Possession of a Handgun	WP1			√		√		√	
Possession of a Shotgun/Rifle	WP2			√		√		√	
Possession of Weapon that Expels a Projectile	WP4			√		√		√	
Possession of Knife More Than Three Inches	WP5						√	√	
Possession of Explosive Device	WP6			√			√	√	
Use of a Bomb	WP7			√			√	√	
Possession of Other Firearm	WP8			√		√		√	
Possession of Other Weapon	WP9						√	√	
Possession of Stun gun	WS1						√		
Possession of Taser	WT1						√		
Possession of Ammunition	W1P						√		